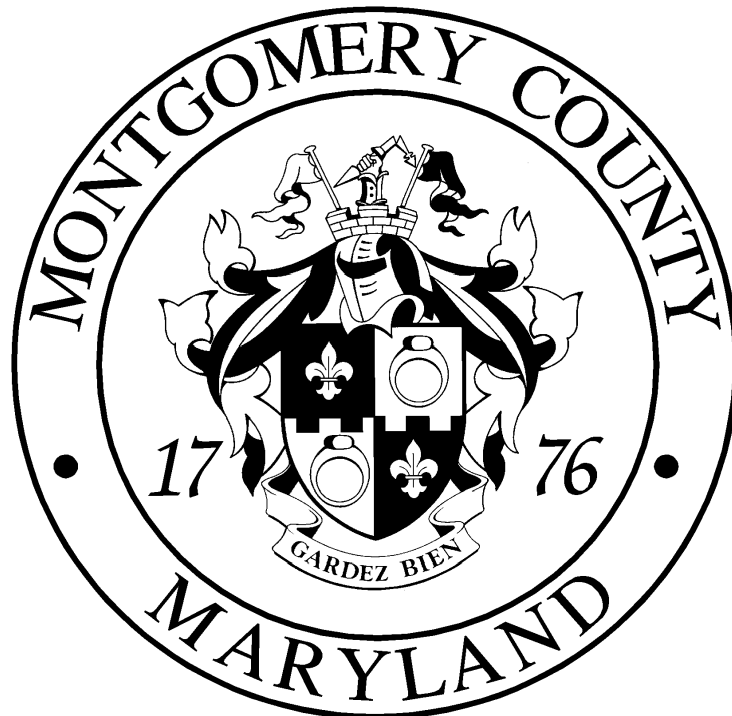


OFFICE OF INSPECTOR GENERAL

**PERMANENTLY ASSIGNED VEHICLES
IN COUNTY GOVERNMENT AND
INDEPENDENT AGENCIES**

INSPECTION REPORT

MARCH 2001





OFFICE OF INSPECTOR GENERAL

Norman D. Butts
Inspector General

TO THE HONORABLE COUNTY COUNCIL AND COUNTY EXECUTIVE FOR MONTGOMERY COUNTY, MARYLAND

We have conducted an inspection of permanently assigned vehicles in County government and independent agencies to address an item in our work plan. Our inspection was conducted in accordance with Government Auditing Standards issued by the Comptroller General of the United States and Quality Standards for Inspections issued by the President's Council on Integrity and Efficiency and the Executive Council on Integrity and Efficiency. Those standards require that we plan and perform the inspection to provide a reasonable basis for our findings and conclusions. Accordingly, we performed such procedures as we considered necessary in the circumstances.

The objectives of our inspection were to determine whether all County agencies follow County Council guidelines with respect to the assignment and reimbursement policies for permanently assigned vehicles; and whether there are management controls in place to protect these vehicles from fraud, waste, and abuse.

This report is the result of our inspection of the issues noted above and is intended for the information of the County Council, the County Executive and the executive directors of the independent agencies. This restriction is not intended to limit distribution of this report, which upon delivery to the County Council and County Executive is a matter of public record.

Office of Inspector General

June 26, 2001

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LIST OF ABBREVIATIONS

AP 1-4	Montgomery County Administrative Procedure 1-4, “Assignment and Use of County Vehicles”
CAR	Car Assignment Review Committee
DUI	Driving Under the Influence
DWI	Driving While Intoxicated
IRS	Internal Revenue Service
LG	Local Government
MCPS	Montgomery County Public Schools
M-NCPPC	Maryland-National Capital Park and Planning Commission
OIG	Office of Inspector General
PPV	Personal Patrol Vehicle

PERMANENTLY ASSIGNED VEHICLES IN COUNTY GOVERNMENT AND INDEPENDENT AGENCIES

INSPECTION REPORT

MARCH 2001

INTRODUCTION

This review examines policies and procedures with respect to permanently assigned vehicles. Montgomery County and independent County agencies ("County agencies") provide permanently assigned vehicles to employees for several stated reasons:

- increase public safety through the Personal Patrol Vehicle program,
- improve efficiency of employees who work in the field and do not need to report to a central office,
- facilitate call backs during emergencies and provide emergency communications tools such as two-way radios, and
- lower costs for staff who attend frequent off-site meetings during non-business hours.

In FY 2000 County agencies employed over 29,000 people, owned over 6,000 vehicles, and permanently assigned vehicles to 1,199 employees. Permanently assigned vehicles fall into three categories: Personal Patrol Vehicles and other marked public safety vehicles for the Department of Fire and Rescue Services, Sheriff's Office, County and Park Police, 974; take-home vehicles, 156; and non-take-home vehicles, 69.

County vehicles are highly visible and their assignment and use can be controversial. Most citizens in Montgomery County own and operate personal vehicles. Most of them pay their own commuting costs. The perception that some county employees might be getting a "free ride" could damage citizen trust in county government. In some cases permanently assigned vehicle use may be viewed as waste and abuse of county resources.

Scope, Objectives, and Methodology

We performed our inspection of policies and procedures pertaining to permanently assigned vehicles in accordance with generally accepted governmental auditing and inspection standards. Accordingly, we included such procedures as we considered necessary in the circumstances.

Scope and Objectives

This review describes the permanently assigned vehicle management practices of Montgomery County Government, Montgomery County Public Schools (MCPS), Maryland-National Capital Park and Planning Commission (M-NCPPC), Washington Suburban Sanitary Commission (WSSC), Revenue Authority, Montgomery College, and

INTRODUCTION (Continued)

Housing Opportunities Commission. The audit period was FY 2000, unless otherwise noted. This report does not include public safety vehicles in any of the agencies. During FY 2000 Montgomery College and the Housing Opportunities Commission did not have any permanently assigned vehicles. MCPS changed its reimbursement policy subsequent to the inspection period in response to findings in an earlier audit of MCPS school bus transportation.

This review was performed as a part of our work plan and focused on the following issues:

1. Do County agencies follow County Council guidelines?
2. Are there management controls in place to protect these vehicles from fraud, waste, and abuse?

Methodology

To obtain an understanding of the legislative history of County Council intent with regard to permanently assigned vehicles, we reviewed council information and minutes related to take-home vehicles going back more than a decade. We reviewed reports and policies related to fleet management issues from other local jurisdictions. We reviewed driving records for staff with a permanently assigned vehicle. We reviewed tax law and IRS publications related to employee benefits.

To determine commuting reimbursements we reviewed commuting distances and compared our computation to information reported by the agencies. All reimbursement calculations are based on a 228-day work year using mileage estimates developed by OIG.

Background

The County Council has a history of interest in vehicle use. The Council ordered a review of vehicle assignments and use in 1992. The study completed by the Car Assignment Review (CAR) Committee of County government vehicles in 1993 showed 189 take-home vehicles, 2,412,943 total miles driven, including 958,720 commuter miles or 40 percent personal use. As a result of this earlier review Council requested and has received annual updates since 1993. The updates provide information on the number of vehicles by agency, number of employees reimbursing agencies, reimbursement rates, number of vehicles parked outside the agency's jurisdiction and how often vehicle assignments are reviewed. These updates are based on County Council guidelines on vehicle assignment. These guidelines are:

1. All employees with take-home vehicle privileges should reimburse their respective agencies for non-business-related mileage, based on a rate that covers the entire cost of the vehicle, including (but not limited to) fuel, maintenance, insurance, and depreciation.

INTRODUCTION (Continued)

2. Take-home vehicles in all agencies should be parked overnight within each agency's jurisdiction, with only a few special exceptions defined by the agency head.
3. Take-home vehicles should be assigned only on the basis of pre-specified criteria that demonstrate substantial, quantifiable savings and/or efficiencies for the agency.
4. Individual take-home vehicle assignments should be reviewed annually.

In the non-public safety area for FY 2000, County agencies reported 225 permanently assigned vehicles. There are 156 vehicles designated by the agency as take-home vehicles and may be used by the employee for commuting as well as business purposes. In addition, 63 County government employees have non-take-home vehicles. These vehicles are supposed to be parked each night at a designated location and not taken to the employee's home. Six M-NCPPC employees drive vanpool vehicles which transport 57 employees to work.

Our review did not include marked and unmarked public safety vehicles. Vehicles in this category were not included because of different work rules associated with their use and different tax law which applies to Personal Patrol Vehicles (PPVs) and other marked public safety vehicles. Montgomery County government has 914 PPVs and other marked public safety vehicles. M-NCPPC has 60 PPVs.

The table below shows total mileage driven, commuting mileage and commuting mileage percentages for 156 take-home vehicles in all agencies. Commuting mileage shown is an OIG calculation based on home address and work location information provided by the agency. (See Table 1.)

Table 1. **Take-Home Vehicles, Total and Commuting Mileage¹**

Agency	Take-Home Vehicles	Total Mileage	Commuting Mileage	Commuting Percent
County Government	87	786,337	240,266	30.6
MCPS	31	372,302	176,312	47.4
M-NCPPC	11	142,000	85,500	60.2
WSSC	23	255,762	196,080	76.7
Revenue Authority	4	57,326	27,132	47.3
Total	156	1,613,727	725,290	45.0
Source: OIG analysis of County agency data.				
¹ This table includes all take-home vehicles. Mileage and commuting mileage is shown for vehicles for which full-year information was provided.				

The 225 permanently assigned non-public safety vehicles represent a considerable investment of County resources. These vehicles cost County agencies approximately

INTRODUCTION (Continued)

\$3,500,000 to acquire and operating expenses over the lives of these vehicles have been over \$3,000,000. Operating costs for FY 2000 are estimated to have been \$797,800.

Of the 225 permanently assigned agency vehicles, 159 (70.7 percent), are assigned to staff in the middle levels of county employment. For the purposes of this report we defined employee levels as follows:

- Lower level employees are found in county grades 17 and below and other agency grades with the equivalent salary scale. Most people in these grades are trades people or clerical and paraprofessional staff.
- Middle level employees are found in county grades 18 to 27 and other agency grades with the equivalent salary scale. This group includes inspectors, first line supervisors and mid-level professional staff.
- Upper level employees are found in county grades 28 and above and other agency grades with the equivalent salary scale. Staff at this level includes department directors, deputy directors, division chiefs and senior professional staff. This category includes all elected and appointed officials.

Senior management drives 59 (26.2 percent) of the assigned vehicles. Only seven (3.1 percent) of vehicles are assigned to lower level employees. Four out of these seven employees drive vanpools for M-NCPPC. The most commonly represented job category was that of an inspector. There are 99 employees with assigned vehicles in the following three job series: Code Enforcement Inspector, Construction Codes Representative, Environmental Health Specialist.

Results in Brief

Our review contains seven findings and recommendations. Our findings and recommendations were directed to one or more County agencies. Of the 31 responses County agencies concurred six times, concurred in part 23 times, and did not concur twice. Major findings included the following:

- identification of \$230,322 in additional annual revenue if all County employees with take-home vehicles provided full reimbursement to their agency according to County Council guidelines (Finding 1, p. 6)
- County agencies should establish comprehensive driver accountability programs to enhance agency controls and protect the public from unsafe drivers (Finding 2, p. 12)
- County agencies should establish quantitative criteria to evaluate permanently assigned vehicle use and assist in evaluating vehicle use efficiency and effectiveness (Finding 6, p. 23)

SUMMARY OF AGENCY RESPONSES TO FINDINGS

Finding	Page Number	County Government Response	MCPS Response	M-NCPPC Response	WSSC Response	Revenue Authority Response
1. County Agencies Should Collect Full Reimbursement For Commuting Mileage (\$230,322)	6	Concur In Part	Concur In Part	Concur In Part	Do Not Concur	Concur In Part
2. County Agencies Should Establish A Comprehensive Driver Accountability Program	12	Concur In Part	Concur In Part	Concur	Concur	Concur In Part
3. County Agencies Should Mark All Vehicles With Local Government License Plates And Agency Decals	16	Concur In Part	Concur In Part	Concur	Concur In Part	Concur In Part
4. Employee Position Descriptions Should Define The Need For A Vehicle	18	Concur In Part	Concur In Part	Concur	Concur	Concur In Part
5. County Agency Policies Should Include Criteria To Support The Need For A Vehicle	20	Concur In Part	Concur In Part	Concur In Part	Concur In Part	Concur In Part
6. County Agency Policies Should Quantify Criteria For Assigning Vehicles	23	Concur In Part	Concur In Part	Concur	Concur In Part	Concur In Part
7. County Government Should Confirm Parking Locations Of Non-Take-Home Vehicles	26	Do Not Concur	N/A	N/A	N/A	N/A

**PERMANENTLY ASSIGNED VEHICLES IN COUNTY
GOVERNMENT AND INDEPENDENT AGENCIES**

INSPECTION REPORT

MARCH 2001

FINDINGS AND RECOMMENDATIONS

Finding 1. County Agencies Should Collect Full Reimbursement For Commuting
Mileage (\$230,322)

We found most County agency employees are not fully reimbursing for personal use of County-owned take-home vehicles. County Council guidelines state:

All employees with take-home vehicle privileges should reimburse their respective agencies for non-business-related mileage, based on a rate that covers the entire cost of the vehicle, including (but not limited to) fuel, maintenance, insurance, and depreciation.

There are two parts to this issue: (1) is everyone reimbursing and (2) is everyone reimbursing the appropriate amount. Just over half (52.6 percent) of the 156 persons with take-home vehicles reimburse their agency. Average reimbursement rates range from a low of 4 cents per mile to 31 cents per mile. (See Table 2.)

Table 2. Employees Reimbursing and Average Agency Reimbursement Per Mile

Agency	Employees With Take-Home Vehicles	Employees Reimbursing	Average Agency Reimbursement Per Mile
County Government	87	23	10¢
MCPS	31	31	6¢
M-NCPPC ¹	11	1	4¢
WSSC	23	23	10¢
Revenue Authority	4	4	31¢
Total/Average	156	82	9.3¢
Source: OIG analysis of County agency data.			
¹ Six vanpools are not included here, see "Other Issues and Concerns," page 29.			

County Council called for all commuters to reimburse for the full cost of their commute. We used the Internal Revenue Service (IRS) reimbursement rate to calculate employee reimbursements. This rate has the virtue of administrative simplicity and avoids any

FINDINGS AND RECOMMENDATIONS (Continued)

potential IRS complications for both the County and its employees. According to the IRS, commuting is always a personal, non-business expense which must be paid by the employee.*

To project the annual full reimbursement amount we reviewed reimbursement information provided by County agencies for FY 2000. We then calculated commuting mileage using home addresses and work locations. We based our projections on 228 days worked (260 potential workdays less holidays, sick and annual leave used). For each person with a take-home vehicle we multiplied the calculated mileage by 228 days by the IRS rate of \$.325 per mile. We compared what County agencies reported to our calculations. We found some significant differences. On average County agencies received reimbursement of less than 25 percent of the OIG projection. In FY 2000, if all drivers had reimbursed for their commuting costs at the applicable IRS rate, total reimbursement would have been \$298,185, providing additional revenue of \$230,322. (See Table 3.)

Table 3. **Annual Reimbursements For Take-Home Vehicles**

Agency	Reimbursement - Agency Records	Reimbursement – OIG Calculation ¹	Difference
County Government	\$24,294	\$104,318	\$ 80,024
MCPS	\$10,377	\$ 76,493	\$ 66,116
M-NCPPC ²	\$ 4,213	\$ 33,197	\$ 28,984
WSSC	\$20,532	\$ 72,914	\$ 52,382
Revenue Authority ³	\$ 8,447	\$ 11,263	\$ 2,816
Total	\$67,863	\$298,185	\$230,322
Source: OIG analysis of County agency data.			
¹ Includes all employee commutes for a full year.			
² Six vanpools are not included here, see “Other Issues and Concerns,” page 29.			
³ Vehicle assignment changed during FY 2000, OIG calculation is projected on full year use with current assignment.			

Recommendation:

We recommend County agencies:

- follow County Council guidelines by collecting full reimbursement from all employees who commute in take-home vehicles,
- for ease of administration use the IRS mileage reimbursement rate for full reimbursement for all personal use of County-owned vehicles, and
- collect back reimbursements owed effective the beginning of FY 2001.

* A recent County Attorney article, “Fringe Benefits,” in *Legal Views, Vol. 6, No. 3*, March 2001, supports this position.

FINDINGS AND RECOMMENDATIONS (Continued)

Agency Responses:

Montgomery County Government

We concur in part.

The County's policies on reimbursement of commuting costs by administrative and supervisory employees are based in Administrative Procedure 1-4, Assignment and Use of County Vehicles, Sections 5.2 and 7.2. The County currently requires full reimbursement for commuting costs by administrative and supervisory employees in accordance with applicable Internal Revenue Service (IRS) policies and regulation. The County employs the "Cents per Mile" method to calculate the amount of reimbursement. The current rate of reimbursement is \$0.345 per mile. This rate is an increase from the approved IRS rate of \$0.325 in effect before January 1, 2001. We concur that applicable employees should continue to reimburse the County for commuting mileage in compliance with IRS policies.

For non-administrative or supervisory employees, the County employs an imputed income method to calculate the taxable benefit portion of the usage of an employee's County-provided take-home vehicle. The current commuting rule uses a taxable benefit rate of \$1.50 per one-way commute. Article 31 of the OPT/SLT labor agreements permits employees to retain all benefits and conditions previously in effect between the parties concerning D. Use of County Vehicles.

If we were to seek or recommend a change of an existing practice concerning this issue as it pertains to bargaining unit employees, we would incur an obligation to provide "notice and opportunity" to bargain over any issues determined bargainable, i.e. personal use of vehicles or reimbursement for use. Therefore we do not concur with the recommendation that the IRS mileage reimbursement rate be used for calculation of commuting benefits for employees represented by the bargaining unit.

The County does not concur in the recommendation that it collect back reimbursements owed for commuting benefits because the County has not identified any reimbursements that are owed.

Attached, please find additional material including:

- 1. The current listing of employees with assigned take-home vehicles*
- 2. Procedures covering the charges to employees and tax treatment thereof*
- 3. Copy of a memorandum from the Controller regarding tax obligation and record keeping requirements*
- 4. A listing of employees who have reimbursed the County for personal use of their assigned take-home vehicles in FY01*

NOTE: Copies of the attachments are available from the office of the County's Chief Administrative Officer.

FINDINGS AND RECOMMENDATIONS (Continued)

OIG Rebuttal:

This finding related to the issue of compliance with County Council guidelines concerning reimbursement not compliance with IRS regulations. Council guidelines state that employees should reimburse for the full cost of personal use. Most County government employees do not.

Montgomery County Public Schools

We concur in part.

The Montgomery County Public Schools (MCPS) agrees that each of the 26 employees with take-home car privileges should reimburse the school system for non-business related use of the vehicles, as required by federal law. Employees are required to reimburse MCPS for non-commuting and non-business related use of these vehicles.

In addition, for commuting mileage, MCPS requires these employees to reimburse the school system a flat rate of \$3.00 per day, which is based on the IRS Code [Section 1.61-21 (f) Commuting Valuation Method]. MCPS benefits from the assignment of take-home vehicles to employees. These employees are required to be “on call” and respond to emergencies. Many of the vehicles are equipped to handle emergency situations. The cost to employees for the OIG recommendation would be a financial burden, and many of the employees would turn in their cars. This would present a problem for MCPS to meet our requirements, particularly those related to our inclement weather team, our security staff, and other emergency staff.

Maryland-National Capital Park and Planning Commission

We concur in part.

We concur that take-home vehicle expenses should be reimbursed where commuting in van pools is a public policy which should be encouraged. The Commission already does this.

We find it somewhat disingenuous in your report that you excluded the Commission’s vanpools from your tables of findings. The Commission is congratulated in the report on page 29 for its vanpool initiative, but this does not offset the effect of the results in the tables. This exclusion resulted in the Commission apparently having only one employee reimbursing for commuting, when in fact we have 58 staff (most on a proportional basis), far more than any other agency. Using your method of calculating reimbursements, if you had included the Commission’s vanpools in table 2, the average agency reimbursement would have been more than 13 cents per mile, second only to the Revenue Authority. This indicates the Commission does get reimbursed for commuting mileage, except as noted below.

FINDINGS AND RECOMMENDATIONS (Continued)

The Commission does not concur that all staff must reimburse. Certain Commission officers do not reimburse for vehicle use because the use is specifically allowed as part of their employment contract. See Practice 6-10, Policy 2C. In the event that a Commission contract covers the use of a vehicle, its commuting cost is considered a taxable fringe benefit. The Commission has five contracts in this category, including three bi-county contracts.

The Commission considers the ability to offer its officers the contractual fringe benefit of a take home vehicle a valuable tool in staff retention.

In addition, five employees take home vehicles as a condition of their employment and they do not reimburse for commuting. This exclusion is allowed under IRS regulations. These vehicles are assigned to trades personnel on a 24 hour “call out” basis to deal with emergency situations during off-hours. These vehicles, all trucks, should not be considered “commuting” vehicles, since they are specialized for carrying tools and other equipment to perform repairs at Commission facilities. The trucks are taken home and, in the event of an emergency, used to reduce response time to repair the facility.

Regarding the use of the flat 32.5 cent/mile reimbursement from the IRS, the Commission would have to consider whether to change its current policy of a sliding scale for reimbursement. The Commission’s policy was determined to consider employee equity over administrative convenience.

OIG Rebuttal:

M-NCPPC operates six carpools which serve 57 people who paid \$17,469.36 in FY 2000 according to M-NCPPC records. Vanpoolers reimburse at a rate of \$.23 per mile for commuting from a central location in a vehicle with three to fourteen other people. This compares with eleven people who commute by themselves on their own schedule and reimburse at an average rate of \$.04 per mile. There are significant differences between these two groups of employees who should not be combined for the purposes of reporting compliance with County Council vehicle reimbursement policy.

Washington Suburban Sanitary Commission

We do not concur.

Given our legal status as a State Corporation, and not as a County Agency, we believe that our compliance with the State of Maryland Commuting Reimbursement Schedule is proper. Our vehicles are not County owned. Rather, the vehicles are owned by the Washington Suburban Sanitary Commission, a State of Maryland Corporation with Bi-County responsibilities and review. To comply with the intent of the Federal Regulations, the WSSC regularly charges the State commuting rate to the drivers of assigned vehicles that are not specially equipped truck type vehicles, and who are

FINDINGS AND RECOMMENDATIONS (Continued)

required to respond to plant call-back situations. Drivers of the truck type vehicles are charged the \$3.00 per day imputed rate in accordance with IRS Fringe Benefit Regulations. We believe that we meet the intent of the current IRS Fringe Benefit Regulations as well as the requirements of the State of Maryland concerning commuting in State owned vehicles.

Revenue Authority

We concur in part.

The Montgomery County Revenue Authority (MCRA) has in place a policy covering 100% of employees with take-home vehicles. Furthermore, our policy complies with Internal Revenue Service (IRS) regulations as described in more detail below. The MCRA has found that the approach we are using is not only compliant, but quite administratively efficient, as well. Please note that our policy provides for an adjustment at the end of the year.

The current policy of the MCRA is to treat the personal use value of company provided vehicles as a taxable fringe benefit. IRS Regulations 1.61-21(a)(1) and 1.61-21(a)(4)(ii) state that the personal use value of a company vehicle is a taxable fringe benefit treated as a non-cash compensation paid to the employee.

The MCRA uses the Annual Lease Value method of calculating the taxable fringe benefit. This method values personal use by way of a table in the regulations carrying annual lease values that vary based on the vehicle's fair market value. The annual lease value, which covers employer-paid auto expenses other than gas, is multiplied by the ratio of the employee's annual personal mileage using the vehicle to total annual mileage. The result is taxed to the employee as compensation income. In addition, the employee is charged 5.5 cents per personal mile driven for gas.

The MCRA policy is for employees to estimate their personal use at the beginning of the year. Each pay period, the employee is allocated a taxable fringe benefit based on this estimate. At year end, the employee reports actual usage and the estimated amount allocated to the employee is adjusted to actual on the last pay period of the year.

We are not sure why 31¢ was used as the reimbursement amount in the study. A dated excerpt from the MCRA Employee Handbook provides for reimbursement to employees for (non-commuting) business-related travel mileage for use of personal vehicles at a rate of 31¢ per mile. As indicated above, the 31¢ rate is not used for reimbursement by employees with take-home vehicles.

FINDINGS AND RECOMMENDATIONS (Continued)

Finding 2. County Agencies Should Establish A Comprehensive Driver Accountability Program

We found not all County agency policies have comprehensive accountability programs for drivers of permanently assigned vehicles. A comprehensive driver accountability program should:

- require all drivers have a valid license for the class of vehicle to which they are assigned,
- require a review of employee driver records on a regular basis,
- require employees to report a change in license status such as revocations or suspensions, and arrests for DUI and DWI,
- require employees to take an initial and refresher defensive driving course,
- include an accident reporting policy, and
- include a prohibition against driving after consumption of alcohol or other substances which may impair judgement while operating a vehicle.

Most agencies do not mention these policy elements. Revenue Authority does not have a vehicle use policy. Only M-NCPPC included more than two of these elements. (See Table 4.)

Table 4. **Agency Policies on Driver Accountability Issues**

Agency	Valid License	License Review	Report Status Change	Defensive Driving Course	Accident Reporting Policy	Alcohol/ Drug Use Prohibition
County Government	No	No	No	No	No	No
MCPS	Yes	No	No	No	Yes	No
M-NCPPC	Yes	No	Yes	Yes	Yes	No
WSSC	Yes	No	No	No	Yes	No
Revenue Authority	N/A	N/A	N/A	N/A	N/A	N/A
Source: OIG analysis of County agency data.						

The elements listed above should all be part of comprehensive vehicle driver accountability programs. They provide excellent controls to protect County employees, County residents, and County-owned vehicles from unnecessary loss and liability.

Minimal criteria should require agency confirmation that an employee possesses a valid driving license. County agencies should routinely review employee licenses to ensure drivers maintain a valid license in addition to requiring self-reporting of any changes in license status. County agencies may wish to evaluate the significance of any one incident as well as patterns of behavior in deciding to authorize County vehicle use privileges to

FINDINGS AND RECOMMENDATIONS (Continued)

an employee. Any standards established should take into account the frequency and severity of traffic infractions and consider a progressive discipline system. The defensive driving course would be beneficial especially considering the stressful and congested roads in Montgomery County. Accident reporting is another minimal requirement, to ensure county managers remain informed of the condition of all vehicles in the fleet and to protect County interests with regard to risk management issues. Restrictions on driving after consumption of alcohol or drugs which can impair driving judgment are common sense. Driving a County vehicle while under the influence of alcohol or other substances known to interfere with driving judgement could expose the County and its residents to needless liability.

Driving a County vehicle is a serious responsibility. The consequences of misuse of a county vehicle can be significant. The County has an interest in ensuring that all drivers of its vehicles meet the highest reasonable driving standards.

Recommendation:

We recommend all County agencies establish policies which include the following elements of driver accountability:

- require drivers of county-owned vehicles to show proof of a current driving license, appropriate to the class of County vehicle they are driving,
- require County agency review of employee driver's licenses on a regular basis,
- require employees to report a change in license status such as revocations or suspensions, and arrests for DUI and DWI,
- require employees to take an initial and refresher defensive driving course,
- include an accident reporting policy,
- include a prohibition against driving after consumption of alcohol or other substances which may impair judgement while operating a vehicle, and
- institute a system of progressive discipline for employees who violate driver accountability policies.

We further recommend broadening this policy to include all drivers of County vehicles.

Agency Responses:

Montgomery County Government

We concur in part.

We agree that a comprehensive driver accountability program should be developed. This program should incorporate the many driver accountability measures that are currently in place. We must recognize, however, that the institution of a change in driving methods or requirements, the intent of which is a rule of conduct by employees when operating County vehicles, would incur a "notice and opportunity" obligation to the Union.

FINDINGS AND RECOMMENDATIONS (Continued)

Clearly, matters affecting health and safety of bargaining unit employees are negotiable matters. There is also the potential for applicability of issues raised under Article 31 of the OPT/SLT labor agreements referenced above in our response to Finding #1 of this report. Since several of the recommendations proposed under this finding are already being implemented by the County, we do not concur with the recommendation that these or duplicative efforts be implemented.

State law currently requires the operator of any motor vehicle to possess a valid license for the vehicle being operated and the State is equipped to enforce this requirement. We, however, concur that drivers of County-owned vehicles should periodically show proof of a current drivers license appropriate for the type of vehicle they are driving.

We concur that the County should periodically review employee driver's licenses. In the past, the Division of Risk Management conducted periodic reviews of driving records. This effort was discontinued due to budget and staffing cuts.

We concur that employees should be required to report a change in driver's license status if the employee must operate a motor vehicle in the performance of his duties. Administrative Procedure 4-11, Employee Drug/Alcohol Abuse, Section 3.19, requires an employee to report a conviction for a drug or alcohol related offense, which occurred while in the workplace, on County property, while on duty, or while in a County vehicle, to his supervisor within 5 days.

We concur that employees take an initial and refresher defensive driving course. In the past, the County required employees to take a defensive driving course prior to operating a vehicle on County business. Budget and staffing reductions in the Division of Risk Management eliminated this program. The Inspector General may wish to study County employee accident rates during the period that this program was required with current accident rates to see if the reestablishment of such a program would be fiscally warranted.

We do not concur that a new accident reporting policy needs to be implemented because an accident reporting policy already exists. Administrative Procedure 3-1, Reporting and Record Keeping of Injuries, Sections 5.0 B. and 6.0, require an employee or volunteer to report all Motor Vehicle and General Liability accidents to the supervisor. Supervisors' responsibilities are outlined in AP 3-1, Section 5.1. Forms for motor vehicle accident reporting have been developed by the County, the State, and the Fire Rescue Commission and are appended to and are part of AP 3-1.

We do not concur that an additional prohibition against driving after consuming alcohol or other substances that may impair judgment while operating a motor vehicle needs to be implemented because the County has already put in place adequate policies and procedures to address this issue. Administrative Procedure 4-11, Employee Drug/Alcohol Abuse, Section 3.1 and 3.2, prohibits employees from consuming or being impaired by drugs or alcohol while at work or on duty. AP 4-11, Section 3.4, specifically prohibits employees from operating County vehicles or personal vehicles used in the

FINDINGS AND RECOMMENDATIONS (Continued)

course of County business while under the influence of or impaired by illegal drugs or alcohol.

Failure of an employee to comply with the above referenced County policies may result in disciplinary action.

Attached for your information are copies of AP 3-1 and 4-11.

Note: Copies of the attachments are available from the office of the County's Chief Administrative Officer.

Montgomery County Public Schools

We concur in part.

We agree that a comprehensive driver accountability program should be in place. Currently, all MCPS employees who drive county vehicles have a valid and appropriate drivers' license for the type of vehicle being driven. MCPS also has a well-defined accident investigation and reporting policy.

Each employee's driving record should be reviewed periodically. We will include that review as part of our annual certification of take-home vehicle use. MCPS will continue to work with the MVA and our employees to ensure that any condition, legal or medical, that affects the individual's ability to drive is reported and reviewed. A review of the current MVA driving record will be included as part of the annual certification process.

MCPS vehicles are considered school property and the use of drugs or alcohol already are prohibited on or near school property. The requirement to prohibit use of drugs or alcohol before or while driving a school system owned vehicle already is in place.

The requirement to take preventive driving courses should only be imposed on drivers who, through their accident history, indicate they have the need for such training.

Maryland-National Capital Park and Planning Commission

We concur.

As your finding noted, Commission policy requires a valid license, reporting status changes, defensive driving courses, and an accident reporting policy. The prohibition against drug and alcohol use is exhaustively covered in Commission Practice 2-26, Controlled Substance and Alcohol-Free Workplace, attached. This practice specifically includes Commission vehicles.

Because the Commission operates and maintains so many vehicles, mainly for parks maintenance, many Commission rules and practices mention the prohibition against drug

FINDINGS AND RECOMMENDATIONS (Continued)

and alcohol abuse. Inclusion of the prohibition in Practice 6-10, which you already received, was considered unnecessary.

The Commission concurs with the need to review periodically employee licenses.

Washington Suburban Sanitary Commission

We concur.

As a State Corporation operating a vehicle fleet, we currently have policies in place requiring the majority of the findings. However, we will revise our policies to incorporate all of the recommendations. Those revisions should be completed within the next ninety (90) days. All drivers of WSSC vehicles will be covered by these policies.

Revenue Authority

We concur in part.

The Revenue Authority Board of Directors established an accountability program on May 15, 2001. All drivers of Revenue Authority vehicles will keep on file with the central office a copy of their current driver's license. All drivers of Revenue Authority vehicles will be required to report any changes in license status. Employees are already required to report accidents, but the Revenue Authority Board of Directors affirmed that vehicle accidents are included in the accident reporting system. The Board believes that the Motor Vehicle Administration is better equipped to enforce the Motor Vehicle laws, and our personnel system provides appropriate discipline.

In addition, the cost of administering a more extensive program for a very small staff in our self-supporting organization would be prohibitive.

Finding 3. County Agencies Should Mark All Vehicles With Local Government License Plates And Agency Decals

We found not all County agency vehicles are readily identifiable as County owned vehicles. County agency owned vehicles may be marked in two ways: local government (LG) or equivalent license plates and the agency seal affixed to the sides of the vehicle. Most, but not all, County agency-owned vehicles are marked by both methods. We identified 27 County agency-owned non-public safety vehicles which have neither LG or equivalent plates nor agency decals and we also identified vehicles which have LG plates but not decals.

Wherever practicable all County agency-owned vehicles should be identified by both LG or equivalent plates and agency decals. Marking vehicles in this way will help safeguard County agency-owned vehicles from theft or misuse. A vehicle clearly marked as County agency property is less likely to be used for unauthorized personal business. The only

FINDINGS AND RECOMMENDATIONS (Continued)

vehicles which should be exempt are those which are routinely used for undercover operations.

Recommendation:

We recommend all County agency-owned vehicles have LG or equivalent tags and the agency decal on its sides. The decal should be of the same size and type as currently found on marked vehicles. A written waiver signed by the agency head should be placed in the file of any unmarked vehicle documenting the need for the vehicle to be unmarked.

Agency Responses:

Montgomery County Government

We concur in part.

The County has in place policies that prohibit the use of County-owned vehicles for personal use. We believe that these policies, not the presence of decals or local government tags, adequately safeguard against misuse of County vehicles.

County vehicles display proper County decals, with the exception of those designated by the Chief Administrative Officer. As stated in Administrative Procedure 1-7, Use of Montgomery County Coat of Arms and Emblem, Section 3.3: "All County vehicles (except those designated by the Chief Administrative Officer) must display the County Emblem. All County vehicles must also display markings or vehicle identification in the manner approved by the CAO and administered by Publications and Graphics Section."

There is a policy in effect to request a waiver of local government license plates and County decals on non-public safety vehicles. Department Heads send all requests for waivers with justification, to the Chief Administrative Officer for approval.

Attached for your information is AP 1-7, Use of Montgomery County Coat of Arms and Emblem.

Note: Copies of the attachments are available from the office of the County's Chief Administrative Officer.

Montgomery County Public Schools

We concur in part.

We agree that all MCPS vehicles, other than those used as "unmarked," should and do have "LG" Tags. MCPS has a policy that vehicles are not to be used for personal business. This is emphasized with employees on a regular basis. We have not determined that there is misuse of MCPS vehicles that would require the use of decals on these vehicles.

FINDINGS AND RECOMMENDATIONS (Continued)

Maryland-National Capital Park and Planning Commission

We Concur

All Commission vanpool vehicles and trucks are both licensed and marked.

Washington Suburban Sanitary Commission

We concur in part.

We support the clear identification of vehicles. In that regard, all WSSC owned vehicles, except those assigned to investigative and senior executive level personnel, are outfitted with Local Government (LG) license tags. Similarly, all field and plant use vehicles carry the WSSC Corporate “water drop” logo on the door, and, the written identification as the “Washington Suburban Sanitary Commission”. The vehicle door markings are approximately 8”x 24” in size and clearly identify the vehicle(s) as an official WSSC vehicle(s).

Revenue Authority

We concur in part.

The Revenue Authority Board of Directors believes that identifying vehicles with local government (LG) plates is sufficient. For four vehicles, the cost to the Revenue Authority to design and produce vehicle markings would be excessive.

Finding 4. Employee Position Descriptions Should Define The Need For A Vehicle

We found employee position descriptions did not define the need for a vehicle to do the job. At a minimum employee position descriptions should affirmatively state why a vehicle may be necessary to perform the duties of the position. The fact that an employee may need a vehicle to perform the duties of the position may be met in any of three ways: (1) use of the employee’s vehicle with agency reimbursement for mileage, (2) use of agency pool vehicle, and (3) permanent assignment of a vehicle.

We attempted to review employee position descriptions for all positions with permanently assigned vehicles. Not all positions listed had employee position descriptions available. Of the 70 employee position descriptions reviewed, only one made mention of the need for a vehicle to complete the duties of the position.

Vehicle need should be linked to the duties and tasks of the position.

FINDINGS AND RECOMMENDATIONS (Continued)

Recommendation:

We recommend employee position descriptions specifically identify vehicle use when a vehicle may be necessary to perform the duties of the position. However, identification of a vehicle in an employee position description should not be a guarantee of a permanently assigned vehicle.

Agency Responses:

Montgomery County Government

We concur in part.

County position descriptions state as a part of the duties and responsibilities, where appropriate, the requirement to operate a vehicle or type of vehicle/equipment. It is not appropriate, however, to define the conditions of the vehicle use, i.e., permanent assignment, agency reimbursement or use of pool vehicle, in absolute terms. As working conditions and circumstances change, flexibility should be retained to determine how the work will be performed.

Montgomery County Public Schools

We concur.

Position descriptions will be modified to include vehicle use.

Maryland-National Capital Park and Planning Commission

We concur.

Most job descriptions in the Commission already define the need for a vehicle. This is particularly true for jobs in the trades area. For example, an HVAC Mechanic, under examples of important duties, “Drives truck to carry worker and haul tools, equipment, materials. . .”, under minimum qualifications, “valid driver’s license. . .”, and under working conditions “Some driving”. Job descriptions for Electricians and Tree Climbers include the requirement for 24 hour calls and emergency service.

Washington Suburban Sanitary Commission

We concur.

A review of all WSSC position descriptions is currently in progress by our Human Resources Group. As a part of that review, we will identify those positions and include the provision, as appropriate, that the operation of a motor vehicle is required to perform the duties of the position.

FINDINGS AND RECOMMENDATIONS (Continued)

Revenue Authority

We concur in part.

Vehicles are assigned to positions based on need and other factors, including recruitment of personnel. The Executive Director receives a modest vehicle (not a sport utility vehicle) for extensive local travel to facilities owned and operated by the Revenue Authority. The Golf Course Superintendents are assigned a pick-up truck, which is standard in the industry and essential for their position. Superintendents transport a broad range of materials, tools, and equipment to and from the courses and throughout the golf course.

Finding 5. County Agency Policies Should Include Criteria To Support The Need For A Vehicle

We found agency vehicle assignment policies did not clearly support the need for a vehicle assignment. We reviewed agency vehicle assignment policies for inclusion of the following elements which County agencies cited to support the need for a vehicle:

- a statement that duties of the position were performed primarily away from a permanently assigned location,
- the person supervised other employees at multiple locations,
- the employee was assigned to 24-hour emergency call back, and
- the employee was expected to attend frequent meetings outside of normal business hours.

Agency vehicle assignment policies should mirror and support employee position descriptions with respect to vehicle use. The duties of a position should indicate that an employee in this position may need a vehicle to efficiently and effectively perform the job. The criteria for vehicle assignment should relate to specific duties such as those listed above. The criteria should make it clear that the assignment of a vehicle is the most efficient use of resources to accomplish the duties of the position.

We reviewed 70 employee position descriptions. The criteria to supervise employees was met 56 times (80.0 percent), however in most cases it was unclear if the employees to be supervised were co-located with the supervisor or in multiple locations. The requirement that the employee work in the field or multiple locations was mentioned 22 times, (31.4 percent), 24-hour callback was mentioned 20 times, (28.6 percent), and attend evening meetings was mentioned 19 times (27.1 percent). There were seven cases where no requirements were met (10.0 percent).

The type of vehicle assigned should be linked to the duties and tasks of the position. In all cases, the presumption should be that the most economical vehicle, generally a compact car, would suffice. There should be few exceptions. For example, maintenance workers

FINDINGS AND RECOMMENDATIONS (Continued)

may need a different type of vehicle to carry specialized equipment. In our review, however, we noted the assignment of a considerable number of SUV type vehicles (over 60) and we question the appropriateness of those assignments. Why does the general counsel of M-NCPPC need not just a car but a 2000 Chevy Tahoe?

Recommendation:

We recommend:

- all County agencies describe with specificity the criteria for permanently assigning vehicles, and
- assigned vehicles be compact cars with any exceptions noted by a written waiver including a justification kept in the vehicle file.

Agency Responses:

Montgomery County Government

We concur in part.

The County uses specific criteria to determine whether a take-home vehicle assignment is warranted. The criteria for the County's policy governing the assignment and use of County vehicles are listed in Administrative Procedure 1-4, Assignment and Use of County Vehicles, Section 4.2. We agree that a vehicle assignment should be clearly linked to the duties and responsibilities of the position. While we believe that our policy protects the County's interests and promotes the effective delivery of services to the community, the County could potentially benefit from improved precision in the assignment criteria, including their quantification.

We do not concur that all assigned vehicles, other than those excepted by a written waiver, be compact cars. There are economies of scale in the purchase and maintenance of County vehicles. We agree that the vehicles that are most economical for their purposes should be sought, but that the economy of bulk purchases not be sacrificed so that the most minimum suitable vehicle be acquired for each and every position. We do agree to undertake a careful review of the types of vehicles that are requested and assigned.

Montgomery County Public Schools

We concur in part.

We agree that specific criteria need to be established and correlated with employee job descriptions in the assignment of vehicles. However, since the majority of the currently assigned MCPS vehicles are required for driving in inclement weather, for use with

FINDINGS AND RECOMMENDATIONS (Continued)

security in transporting materials for specific purposes, it is not practical to only purchase compact cars.

Maryland-National Capital Park and Planning Commission

We concur in part.

We concur with your finding in Practice 6-10, which outlines how the Commission determines the need for a vehicle, and is supported by job descriptions.

The Commission does not concur that assigned vehicles should generally be compact cars, noting the need for larger vehicles (trucks) in the maintenance and vanpool areas, plus allowing flexibility to provide Commission officials with full-size vehicles.

For example, the Commission elected to assign the General Counsel use of an SUV for several reasons. The General Counsel supervises attorneys in five separate locations, spread among Annapolis, Upper Marlboro, and Silver Spring. Among other things, this position is responsible for managing the Commission's litigation and legislative work program, which present special problems during inclement weather. The General Assembly and area courts generally cease operation only when weather is severe. This means that the General Counsel must have safe, reliable means of traveling significant distances to hearings and court proceedings, together with other Commission attorneys and legislative staff as necessary.

Washington Suburban Sanitary Commission

We concur in part.

While the WSSC is not a County Agency, we do have policies in place that parallel those recommended in this Finding. Our vehicle assignment criteria are clearly defined in our Standard Procedure GEN 94-01. No additional criteria are viewed as necessary.

Of the 140 vehicle sedan segment of the fleet owned by the WSSC, 92% (128 vehicles) are compact cars, 7% (11 vehicles) are mid-size, and 1% (1 vehicle) is full sized. The full-sized unit is a station wagon assigned to our central motor pool and available for transporting larger groups of people. The mid-sized vehicles are assigned to positions that are frequently required to transport groups of people. Compact vehicles have historically presented a problem in transporting larger groups and/or taller staff members. While we do not employ a waiver system to purchase larger than compact sedans, all vehicle purchases are part of a vehicle type/size review process and are evaluated by upper management prior to purchase.

Revenue Authority

We concur in part.

FINDINGS AND RECOMMENDATIONS (Continued)

See response to Finding #4 for assignment rationale.

Finding 6. County Agency Policies Should Quantify Criteria For Assigning Vehicles

We found County agencies did not clearly and specifically quantify criteria for assigning vehicles. Quantifiable criteria provide decision-makers with benchmarks against which to evaluate the cost effectiveness of vehicle assignments. During the earlier review of take-home vehicles in 1993, County Council urged that vehicles only be assigned based on pre-specified criteria and that agencies develop and specify these criteria. At that time, the CAR Committee proposed four general measures for reviewing vehicle assignments. When Council accepted the CAR Committee's recommendations, members described them as a good first step and suggested agencies improve upon them in the future when developing standards for vehicle assignment and use.

Our review of agency take-home vehicle policies shows that the criteria remain vague and without measurement references. For example:

- County government Administrative Procedure 1-4 mentions assigning vehicles to employees who spend most of their time in field activities, whose duties require vehicle access, who must carry and store special equipment, who may be called back for emergencies, who must attend frequent after-hours meetings, who need to remain in 24-hour contact with other employees, supervise field-based employees and whose increased effectiveness provides a clear benefit to the County. There is no definition of minimum use requirements to meet numeric criteria (e.g. number of emergency responses, meetings attended, or client visits per month).
- MCPS policy states that vehicles will be assigned "only to those employees whose duties require such assignment." There is no further clarification.
- M-NCPPC policy refers to the "best interest of the commission" in assigning take-home vehicles. There are no specific examples of "best interest" nor is any use quantified.
- WSSC Standard Procedures allows for vehicle assignment to any employee who, "in the performance of official business, requires a permanent vehicle assignment." This covers employees who are likely to work after regularly assigned hours and employees assigned to the "24 Hour Emergency Duty roster." Periodic use is not quantified.

Recommendation:

We recommend County agencies:

- quantify all criteria for the permanent assignment of vehicles,
- report to Council annually on the quantifiable criteria used to evaluate vehicle assignments and how the use of each vehicle compares to each criterion, and

FINDINGS AND RECOMMENDATIONS (Continued)

- calculate the break-even point between mileage reimbursement and vehicle assignment and review costs each year. All take-home vehicle assignments should be reviewed annually in light of this break-even point.

Agency Responses:

Montgomery County Government

We concur in part.

We disagree with the report's finding that the County's vehicle assignment policies and take-home vehicle policies are "vague." Administrative Procedure 1-4, Assignment and Use of County Vehicles, Sections 3.0, 3.1, 3.9, 3.11, 4.1 and 4.3 clearly establish the criteria for vehicle assignments. Likewise, AP 1-4, Section 4.2, clearly lists the criteria for assignment of a take-home vehicle.

While it may be possible to further quantify the criteria for vehicle assignments, we do not believe that a full cost-benefit analysis on every take-home vehicle to compare to a calculated "break-even" point would be either beneficial or in the public interest. The overriding advantage of assigning take-home vehicles is to enable County employees to respond to public needs at all times.

OIG Rebuttal:

No place in AP 1-4 are criteria for night meetings, emergency responses, or client visits quantified. If an employee attends one night meeting a month, is that enough to justify a full-time take-home vehicle assignment, or would the County be more economically served by reimbursing the employee for the mileage driven in the employee's vehicle for that one event? We agree that it is important for county employees to be responsive to public needs, but we think it should be done in a cost-effective manner.

Montgomery County Public Schools

We concur in part.

MCPS fully supports defining specific criteria for the assignment of vehicles. However, the criteria defined for the assignment of vehicles is not always quantifiable.

The majority of the currently assigned vehicles provide a benefit to MCPS as they are used for driving in inclement weather to respond to emergencies, for use with security in transporting personnel and equipment, and for transporting materials for specific purposes. These special needs vehicles make it impractical to use the break-even point for mileage reimbursement as the determining factor for assigning take-home vehicles.

FINDINGS AND RECOMMENDATIONS (Continued)

Maryland-National Capital Park and Planning Commission

We concur.

Emergency trucks assigned as a condition of employment have been found to be needed 2-3 times per month each. This is based on history, not policy, and could be codified. Vanpool use could be specified as daily use. Each of these changes could be accomplished by the end of the current year.

The criteria for officials under contract would be harder to quantify, given the nature of the agreements and the limited number of staff (5) who are awarded these vehicles.

Washington Suburban Sanitary Commission

Concur in part.

As previously stated, the Washington, Suburban Sanitary Commission is not a County Agency. However, we believe that our current Standard Procedure provides the level of quantifiable criteria necessary to manage the permanent assignment of vehicles. Our vehicle assignments are reviewed at least annually, and, reassigned or modified, as appropriate. We concur with the Council's desire to maintain a vigilant review of all vehicle assignments. We do not concur with the requirement for this State Corporation to report to the County on an annual basis at the finite level of detail required of County Agencies.

By complying with the State of Maryland schedule of employee reimbursement for commuting expenses, we rely upon the State to calculate the adequacy to the "rate" to cover commuting costs. As a practical matter, those rates are adjusted annually for all State Agencies. Upon receipt of a notice of a change in the State schedule, we have and will adjust WSSC rates accordingly.

Revenue Authority

We concur in part.

See response to Finding #4 for assignment rationale.

FINDINGS AND RECOMMENDATIONS (Continued)

Finding 7. County Government Should Confirm Parking Locations Of Non-Take-Home Vehicles

We found not all non-take-home vehicles were parked in their assigned locations. County government has two general classes of vehicle assignment in addition to PPVs. There are take-home vehicles which employees may use for commuting as well as business purposes. Additionally, there are non-take-home vehicles which are assigned to an employee for business use only and may not be taken home. County government has 63 of these vehicles.

Officials reported these 63 vehicles were parked overnight at 18 approved locations in the County. In general these parking locations are at County government facilities and several vehicles are located at each site. Because employees are not supposed to take these vehicles home they do not pay commuting costs. Most employees with non-take-home vehicles live outside Montgomery County.

On six different dates, we surveyed the approved parking locations to confirm that non-take-home vehicles were parked at the designated location. We inspected these sites during non-routine business hours such as holidays, late nights, and weekends. We visited 18 sites and expected to find the 63 vehicles.

We could not locate 12 vehicles at any approved parking location on the County's list on either visit (19 percent). In a further 12 cases the vehicle was present on only one out of two inspections (19 percent). We found 39 vehicles at both inspections (62 percent). (See Table 5.)

Table 5. **Status of Vehicles at Assigned Parking Locations**

Parking Location	Assigned Vehicles	Observed On Two Inspections	Observed On One Inspection	Not Observed
Bethesda FD	1	1	0	0
Burtonsville FD	4	1	0	3
Camp Seneca Lodge	1	0	0	1
Clarksburg Commuter Lot	11	8	2	1
COB	8	4	2	2
Colesville Depot	2	2	0	0
Damascus Depot	2	2	0	0
Damascus Library	13	7	5	1
Fairland Library	1	1	0	0
Hillandale FD	1	0	0	1
Hyattstown FD	4	2	1	1
Hyattstown Shopping Center	6	4	1	1
Kinney Lot	2	2	0	0
Liquor Control	2	2	0	0

FINDINGS AND RECOMMENDATIONS (Continued)

Parking Location	Assigned Vehicles	Observed On Two Inspections	Observed On One Inspection	Not Observed
Prescott Road Golf Course	1	0	1	0
Sandy Spring FD	2	1	0	1
Wheaton-Glenmont Police Sta.	1	1	0	0
WSSC – Brighton Dam	1	1	0	0
Total	63	39	12	12
Percents		62%	19%	19%
Source: OIG fieldwork.				

Management controls are designed to protect and provide accountability for use of resources and prevent their waste and abuse. A determination that we could not locate almost one-fifth of these vehicles suggests a weakness in management controls over these assets.

Recommendation:

We recommend County government officials review the status and parking assignments of all non-take-home vehicles. Vehicles are to be parked at assigned locations for security purposes. County officials should review parking practices to maximize vehicle safety at these approved lots and prevent their misuse.

Agency Responses:

Montgomery County Government

We do not concur.

We strongly disagree with the report's finding that the Inspector General's failure to locate parked County-assigned vehicles on two visits to assigned parking locations suggests "a weakness in management controls over these assets." This comment is unfounded and misleading. Rather, we believe that the absence of County vehicles in assigned parking locations more strongly suggests that these vehicles are being fully utilized in keeping with their identified purpose and assignment.

Executive Branch staff conducted a survey of drivers of non-take-home County cars whose designated parking areas were reported to have a significant degree of vehicle absence during the Inspector General's two site visits (attached). The most frequent finding was that these assigned vehicles are frequently being used in the early morning, in the evening, and on holidays and weekends.

In accordance with Administrative Procedure 1-4, Assignment and Use of County Vehicles, Section 7.0, Annual Review of Vehicles, departments are required to complete the Vehicle Assignment Review Form on an annual basis. This form includes the full

FINDINGS AND RECOMMENDATIONS (Continued)

address of where the vehicle is parked after work hours. This information is sent to the Office of Management and Budget during the budgeting process.

Note: Copies of the attachments are available from the office of the County's Chief Administrative Officer.

OIG Rebuttal:

This response does not address the fact that on six different dates we attempted to locate these vehicles at their assigned parking location or any other approved parking location in our survey. County government officials did not know the dates of our survey or the vehicle identification numbers for the vehicles not located. Therefore they cannot know which vehicles were absent on which dates.

We reviewed timesheets to determine the work status of the employee assigned to the absent vehicles on the date we visited their assigned parking location. In 75 percent of the cases (18 records), the employee was not shown as working at any time on the day in question.

During an unrelated review of Fleet Management Services vehicle inventory controls, we identified an additional eight permanently assigned vehicles which were not reported to us as part of this inspection. Additionally, while doing some field work related to a complaint alleging abuse of vehicle use, we discovered six additional permanently assigned vehicles not reported to us either.

We reiterate our concern about the management controls over the assignment of vehicles. This information suggests County government does not have controls to track and manage permanently assigned vehicles.

Montgomery County Public Schools

Not Applicable

Maryland-National Capital Park and Planning Commission

Not Applicable

Washington Suburban Sanitary Commission

Not Applicable

Revenue Authority

Not Applicable

**PERMANENTLY ASSIGNED VEHICLES IN COUNTY
GOVERNMENT AND INDEPENDENT AGENCIES**

INSPECTION REPORT

MARCH 2001

OTHER ISSUES AND CONCERNS

In this section we present issues reviewed during our inspection which we did not develop as formal findings. While not fully developed, these issues are not without significance. County agency administrators may consider them worthy of study or further action.

Personal Patrol Vehicle (PPV) Program

There are some questions about the potential taxability of PPVs and other public safety vehicles. This question particularly concerns “unmarked PPVs.”. The genesis of the PPV program was to provide an increased police “presence” by allowing officers to use their cruisers for personal business and park them at home. The theory was that the presence of marked police vehicles could act as a deterrent to crime. However, the PPV program has been extended to unmarked vehicles which by their very nature do not provide the same deterrent effect. There have been some conflicting court opinions concerning the taxability of commuting costs for drivers of these vehicles. There have been additional conflicting opinions about the taxability of commuting in non-PPV public safety vehicles. County agencies may wish to review these issues to ensure their policies comply with the Internal Revenue Code.

Vanpool Initiative

We found six vanpools, run by M-NCPPC, provided commuting services to 57 employees. All participants pay a monthly commuting fee. Traffic congestion is a serious problem in this region. Public employers should take the lead in encouraging car and van pooling to improve air quality and decrease the demand for additional roads. One way to encourage van pooling is to take advantage of IRS regulations which allow employers to provide vanpools at little or no cost to employees. IRS regulations allow qualified vanpools (vehicles which seat at least six adults plus the driver and are used for commuting at least 80 percent of the vehicle’s total mileage) to be considered a “qualified transportation fringe benefit.” IRS allows up to \$65 per month in qualified transportation fringe benefits to be excluded from income. County agencies may wish to review IRS regulations and structure vanpools to take advantage of the qualified transportation fringe benefit incentives to encourage employee participation.

**PERMANENTLY ASSIGNED VEHICLES IN COUNTY
GOVERNMENT AND INDEPENDENT AGENCIES**

INSPECTION REPORT

MARCH 2001

CONCLUSION

We conclude, based on our review of County agency information, review of County Council documents and statistical analysis:

- Not all agency policies conform to County Council guidelines.
- Many staff members with take-home vehicles do not reimburse the County for their personal use and most do not pay the full cost of their commute.
- Policies and procedures to safeguard County vehicle assets are weak. No agency has a comprehensive driver accountability program and controls on the parking locations of County government non-take-home vehicles are poor.



OFFICES OF THE COUNTY EXECUTIVE

Douglas M. Duncan
County Executive

Bruce Romer
Chief Administrative Officer

MEMORANDUM

June 11, 2001

TO: Norman D. Butts, Inspector General

FROM: Bruce Romer, Chief Administrative Officer *ORIGINAL SIGNED*

SUBJECT: Response to Findings, Permanently Assigned Vehicles

Attached is Montgomery County's response to the above referenced subject for inclusion in the Final Inspection Report. This information is also being provided in electronic form on the accompanying diskette.

While the explanations of our concurrence, non-concurrence, and concurrence in part on each of the report's findings speak for themselves, I am concerned about the tone of many of the comments in the Inspection Report. On its first page, the Inspection Report states, "The perception that some county employees are getting a "free ride" can damage citizen trust in county government." This gratuitous comment is not based in fact, nor is it reflective of the many policies and procedures that have been put in place by the County to ensure that County-owned vehicles are used solely for County business.

On page 2, paragraph 1, the Report should note that public safety vehicles comprise approximately 90 percent of the take-home vehicles of County agencies, and that the Report deals only with the remaining 10 percent of the take-home vehicles that are not public safety related. Likewise, I believe that it is significant and unnoted that the 162 take-home vehicles studied in the Report, represents a 14 percent reduction in the number of take-home vehicles since 1993, even though the County's population and the demand for public services have increased dramatically.



Norman D. Butts

June 11, 2001

Page 2

Statements included in Findings No. 3 and 7 allude to the misuse and abuse of the County's vehicle resources. I do not believe that anything in the Inspection Report justifies these comments. The County's policies and procedures have been promulgated and refined in order to prevent and enforce against such misuse.

If you have any questions about the attached response and materials, please contact me or Scott Reilly of my staff.

BR:sr

Attachments



WASHINGTON SUBURBAN SANITARY COMMISSION

14501 Sweitzer Lane • Laurel, Maryland 20707-5902

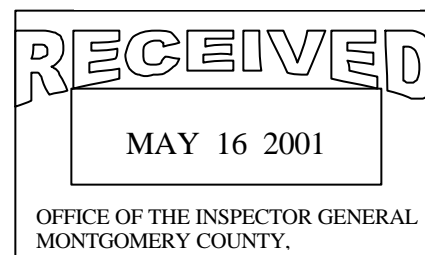
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GENERAL MANAGER
 John R. Griffin

DEPUTY GENERAL
 MANAGER
 P. Michael Errico

May 14, 2001

Mr. Norman D. Butts
 Inspector General
 Montgomery County Government
 51 Monroe Street, Suite 802
 Rockville, Maryland 20850



Dear Mr. Butts,

Thank you for your informative memorandum of May 1, 2001, concerning Permanently Assigned Vehicles – Response to Preliminary Findings. As requested, we have completed and enclosed our responses to the OIG findings. All responses were prepared keeping in mind our status as a State Government Corporation with Bi-County responsibilities rather than as a County Agency.

In reviewing the findings of your office, it was clear that while the Washington Suburban Sanitary Commission is not a County Agency, our goals and processes are similar to those of the County. Fiscal responsibility, efficiency and accountability are equally applied to the management of our vehicle fleet. Vehicle assignments, if left unmanaged, present a potential waste factor. I am pleased to inform you that during the last ten (10) years, the WSSC has reduced take-home vehicle assignments by 55% without sacrificing customer service. We continue to review our vehicle assignments on an annual basis. mid-year adjustments are made as warranted.

If I can be of further assistance or if additional information is required, please contact me.

Sincerely,

Original signed by

John R. Griffin
 General Manager

Enclosures



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

MEMORANDUM

May 31, 2001

To: Norman D. Butts
Inspector General

From: Trudye Morgan Johnson *Original Signed*
Executive Director


Subject: **Permanently Assigned Vehicles - Response to Preliminary Findings**

We have provided specific comments to your findings on permanently assigned vehicles and agree with most recommendations. It is difficult to assure public confidence that take-home vehicles are responsibly assigned, while at the same time allowing the agencies enough flexibility to get their missions accomplished efficiently and effectively.

We appreciate the fact you have recognized the Commission for the benefits of its vanpools. We would like to see this information reflected in the charts (in number of staff reimbursing and cost per mile reimbursed) and then exclude results of the vanpools in a footnote.

The Commission has done considerable work to ensure that its take-home vehicles conform to County policies. We will work together to align the practices and policies regarding take-home vehicles.

If you have further questions or comments, please contact me at 301-454-1740.

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TITLE	Assignment and Use of County Vehicles	CAO APPROVAL Original signed by <i>Bruce Romer</i>

PURPOSE

- 1.0 To establish policies and procedures for the assignment and use of County-owned vehicles. This procedure provides department heads with operational guidance to manage the use of such vehicles.
- 1.1 To provide reliable and timely transportation for County employees in the pursuit of County business while establishing an efficient and equitable program for responding to these transportation needs with a minimum of vehicles.
- 1.3 Vehicles of the Police Department, the Montgomery County Fire/Rescue Services, the State's Attorney Office, the Sheriffs Office and the Department of Correction and Rehabilitation are not covered by this procedure.


DEFINITIONS

- 2.0 Administrative Vehicle . Vehicles used to provide transportation in support of administrative/non-emergency purposes.
- 2.2 Agency Assigned Take-home Vehicle . A passenger vehicle assigned to a designated employee whose County assignments require the vehicle be taken home during off-duty hours in order to be used for governmental purposes. Such vehicles will not be parked outside of the County on a regular basis during off-duty hours except in the case of Department Directors and Management Level I employees/managers who are otherwise assigned an Agency Assigned Take-home vehicle.
- 2.3 Assigned Emergency/Administrative Vehicle . A passenger vehicle assigned to a designated employee whose County work assignments require the employee be within emergency radio and/or telephone communications contact on a 24-hour, 7-day a week basis.
- 2.4 Assigned Emergency/Public Safety Vehicle . A passenger vehicle assigned to a designated employee whose County work assignments require the employee be within emergency radio and/or telephone communications contact on a 24-hour, 7 days a week basis. Assigned Emergency/Public Safety vehicles are approved and designated as 'emergency' vehicles by the Motor Vehicle Administrator for the State of Maryland.
- 2.5 Emergency Vehicle . Vehicles designated, equipped and/or marked for emergency response.

Motor Pool . A motor pool vehicle normally assigned for one day or less. Procedures concerning the use of Equipment Services motor pool vehicles are covered under Administrative Procedure 5-2. Motor Pool Operation.

POLICY

- 3.0 Permanent assignment of vehicles may be made to those employees whose duties mandate it. Such assignment of vehicles may be made on a short-term, temporary or seasonal basis, rather than a year-round basis. A take-home vehicle will not be assigned as a fringe benefit

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of employment, nor will the vehicle be used for commuting outside of the County except in the case of Department Directors and Management Level I employees/mangers who are otherwise assigned an Agency Assigned Take-home vehicle.

3.1 Take-home vehicle assignments are categorized into four functions as follows:

- Administration
- Field Supervision
- Inspection/Technical
- License/Regulatory

3.2 Pay assignments apply only to the Administration and Field Supervision functions. An example of the current job- titles under each function is found in Appendix 1.

3.3 Only authorized personnel directly associated with County business will travel in County vehicles on a regular basis (Assigned Emergency vehicles exempt). Car pools with County employees using assigned vehicles, as determined according to the criteria for assignment, are strongly encouraged.


3.4 All Agency Assigned Take-home vehicles will revert to the agency motor pool or be temporarily reassigned when an employee is absent from duty. Assigned vehicles may be utilized by the employee who, in a designated acting capacity, is performing the functions for which the vehicle was originally assigned.

3.5 Employees will not install or have installed any items of equipment on County vehicles without prior written approval of the Director. Department of Public Works and Transportation. Two-way radios required for performance of duties will be installed by the Telecommunications Division, Department of Information, System, and Telecommunication or its designated service provider. The cost of removal of existing and approved personal equipment will be at the employee's expense.

3.6 All employees are prohibited from using County vehicles while engaged in or attending any political or partisan activity. Such activities include rallies, caucuses, promotional events, political speeches and fund misers, driving people to the polls for a candidate or a party, etc. Employees may use County vehicles to attend official government activities, or while on official County business.

3.7 Departments are encouraged to rotate vehicles within their own departments to utilize resources better. The Director. Department of Public Works and Transportation will decide periodically to reassign or rotate vehicles for the better utilization of fleet resources.

3.8 Personal use of Assigned- Emergency/Public Safety vehicles will be permitted to ensure constant two-way communications capability with the County providing that the employee is subject to 24-hour emergency callback or functions in a Public Safety capacity. Such vehicles will not be taken outside the Baltimore-Washington Standard Metropolitan Statistical Areas (SMSA). Employees assigned such vehicles will reimburse the County by payroll deduction for the actual commuting mileage between home and work.

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3.9 Assigned Emergency/Administrative vehicles can be justified only if the employee is on call 24 hours a day, 7 days a week to respond to emergencies and requires the use of a vehicle equipped with two-way radio and/or mobile telephone communication devices.

3.10 Assigned Emergency/Public Safety vehicles can be justified only if the employee is on call 24 hours a day, 7 days a week to respond to life-threatening emergencies and requires the use of a vehicle equipped with two-way radio and/or mobile telephone communication devices.

3.11 No provision in this procedure are to be interpreted as precluding a department head from authorizing the temporary use of a vehicle on a take-home basis for employees whose duties include emergency stand-by or call-back status. Such vehicles will be drawn preferably from the agency's own motor pool, and as a last resort, from the general County motor pool. Temporary assignments beyond five days must be approved by the Director, Department of Public Works and Transportation.

GENERAL

4.0 Employees are prohibited from putting any bumper sticker decal, placard, banner, or insignia on any County vehicle. Partisan political materials of any kind are prohibited. Police Officers with Personnel Patrol Vehicles may display the official emblems of the Fraternal Order of Police, the Police Association, and/or the Coalition of Black Police Officers (Prohibited items are to be removed immediately from all County vehicles).

4.1 The criteria to receive an Agency Assigned vehicle are the following:

A. Agencies with employees whose duties require them to spend the major portion of each workday engaged in field activities;


B. Agencies with employees whose duties and responsibilities require that a vehicle be available at all times during each workday so as to maintain the efficiency of the employee. (Adequate justification must be given that proper work scheduling cannot eliminate the need for a constantly available vehicle, and the department or Fleet Management Services' motor pool cannot serve the need for a vehicle); and

C. Employees whose duties require the constant use and/or storage of special equipment in the vehicle.

4.2 The following reasons may serve as justification for an employee to receive an Agency Assigned Take-home vehicle:

A. Employee who regularly, and on a continuing basis, is subject to be called for emergencies during off-hours:

B. Employee's position requires frequent after-hour travel to meetings to represent the County's interest, or to provide service delivery to client populations:

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C. Documented increases in an employee's job efficiency or effectiveness provide a clear benefit to the County by the operation of an Agency Assigned Take-home vehicle;

D. Employee has supervisory responsibility for field employees, and frequently visits multiple job-sites on the way to or from his regularly assigned office location.

4.3 The following guidelines will be used to evaluate fleet upgrade or vehicle class change requests:

A. Agency vehicle needs may have changed significantly during the year;

B. Vehicle technology may have improved considerably from the time a vehicle was originally ordered;

C. Unique maintenance problems may have occurred with the present vehicles in use; and

D. A clear and present danger must either exist or could exist, to County employees or the public with the currently operated vehicles; and upgraded equipment will significantly reduce or eliminate the problem.

RESPONSIBILITIES


5.0 Department

A. Request an additional agency assigned vehicle for an employee eligible to receive a take-home vehicle following the procedures under Paragraph 6.0 of this administrative procedure. Include miles traveled to and from work in requests for additional take-home vehicles for employees in the Administration and Field Supervision functions.

B. Submit in writing to the Fleet Management Services for a request to change: 1) the quantity of agency assigned vehicles; 2) the status of currently assigned agency operated vehicles; or 3) the vehicle class of currently assigned agency operated vehicles. All vehicle assignment requests should stress what taxpayer benefits would accrue, and how service delivery to County residents would be improved by the requested change or new vehicle assignment.

5.1 Fleet Management Services. Department of Public Works and Transportation

A. Provide department heads with management or technical information to assist in the development of sound vehicle utilization decisions.

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B. Assist departments in reviewing all vehicle assignment requests for fleet management issues, e.g. changes in the quantity of agency assigned vehicles, or changes in the type of passenger vehicle assignment of currently assigned agency operated vehicles.

C. Provide departments guidance when there is a vehicle class change request, e.g. when the vehicle class changes from passenger sedan to four wheel drive vehicle, etc.

D. Coordinate with departments to have their Agency Assigned or take-home vehicle reassigned or rotated for better utilization of fleet resources.

E. Submit to the Payroll Division, Department of Finance, the employees who are assigned an Agency Assigned Take-home vehicle in the Administration and Field Supervision functions.

5.2 Payroll Division. Department of Finance

Reduce the wages from an employee, who has an Agency Assigned Take-home vehicle in the Administration and Field Supervision functions, according to miles traveled to and from work.

5.3 Office of Management and Budget

Review the department's request for additional agency assigned vehicle(s) and provide a recommendation to the County Executive through the budget process.

5.4 County Executive


Review OMB's recommendation and approve or disapprove the departments request for an additional agency assigned vehicle(s).

PROCEDURE

REQUESTING AN ADDITIONAL VEHICLE

6.0 Department

Submit a request to the Office of Management and Budget for an additional Agency Assigned vehicle for an eligible employee according to the criteria outlined under Paragraphs 4.1 and 4.2 of this administrative procedure.

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6.1	Office of Management and Budget	Review the Department's request to receive an additional Agency Assigned vehicle, ensure the requirements for the department and employee to receive such a vehicle are in accordance within the guidelines of this procedure, and provide the County Executive with a recommendation through the budget process.	
6.2	County Executive	Review OMB's recommendation and approve or disapprove the departments request for an additional Agency assigned vehicle(s).	
6.3	Department	Submit a request to the Fleet Management Services. Department of Public Works and Transportation, for a fleet upgrade or vehicle class change.	
6.4	Fleet Management Services. Department of Public Works and Transportation	Provide departments guidance when there is a vehicle class change requests and provide recommendation for any fleet upgrade or vehicle class change to the Director. Department of Public Works and Transportation.	
6.5	Director, Department of Public Works and Transportation	<p>Approve or disapprove a departments request for either a vehicle class change or fleet upgrade.</p> <p>Approve or disapprove a departments request for a vehicle assignment(s) made after the budgetary process.</p>	
<p><u>ANNUAL REVIEW OF VEHICLES</u></p>			
7.0	Department	Complete Vehicle Assignment Review Form as part of the budget process for all assigned vehicles.	
7.1	Fleet Management Services, Department of Public Works and Transportation	Review the Vehicle Assignment Review Form and submit a recommendation to the Director. Department of Public Works and Transportation.	

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Submit to the Payroll Division, Department of Finance the list of employee(s) in the Administration and Field Supervision functions who have an Agency Assigned Take home vehicle and the number of miles the employee(s) travel round trip from home and to the job site.

7. 1 Fleet Management Services, Department of Public Works and Transportation

Review the Vehicle Assignment Review Form and submit a recommendation to the

7.2 Payroll Division.
Department of Finance

Reduce any employee's salary who is assigned an Agency Assigned Take-home vehicle in the Administration and Field Supervision functions by the commuting mileage between home and work multiplied by the Internal Revenue Service mileage reimbursement rate.

NOTE: The amount that will be deducted from an employee's bi-weekly pay is the number of miles the Agency Assigned vehicle is driven round trip from home and to the job site multiplied by the Internal Revenue Service mileage reimbursement rate.

SUNSET REVIEW PROVISION

8.0 Take home vehicle assignments will be subject to review on an annual basis. Other vehicle assignments may be subject to review on an as needed basis. The Vehicle Assignment Review Form, which is to be used as part of the review process, is found at Appendix 2.

All requests for authorization of assigned vehicles, both Agency Assigned and Take-home, will stress the taxpayer benefits which accrue, and how improved service delivery to County residents will continue through the use of such vehicles.

DEPARTMENTS AFFECTED

9.0 All County Departments

ATTACHMENTS

Appendix 1. Assignment and Use of County Vehicles
Appendix 2. Vehicle Assignment Review Form

ASSIGNMENT AND USE OF COUNTY VEHICLES

Summary of the Job Titles Affected By Pay Assignment of Take-home Vehicles

Administration

Alcoholic Beverage Executive Director
Minority Business Control Specialist
Program Manager II
Program Manager I
Environmental Protection Manager
Department Directors
Deputy Directors-
Division Chiefs
Section Chiefs
Assistant Section Chiefs/Special Investigators
County Executive
Chief Administrative Officer
County Attorney
County Health Officer

Field Supervision

Investigator III
Code Enforcement Supervisor
Construction Codes Field Supervisor
Senior Engineer
Engineer III
Engineer Technician Field Supervisor
Senior Engineer Technician
Supervisor Traffic Signal Unit
Shop Supervisor
District Supervisor
Work Force Leader IV
Work Force Leader III

Inspection/Technical

Public Administration Intern
Code Enforcement Inspector III
Code Enforcement Inspector II
Construction Codes Representative II
Construction Codes Representative I
Engineer Technician III
Engineer Technician II

License/Regulatory

Accident Prevention Specialist
Investigator II
Environmental Health Specialist II
Community Health Nurse II
Planning Specialist II
Supply Clerk III
Health Services Driver

APPENDIX 2

MONTGOMERY COUNTY GOVERNMENT
ADMINISTRATIVE VEHICLE REVIEW FORM

Page 1 of 2

Date: _____

TO: Robert K. Kendal, Director - Office of Management and Budget

VIA: Chief, DPW&T Division of Fleet Management Services

FROM: _____

SUBJECT: Department Vehicle Assignment Request

1. Purpose: This memo details the following vehicle request action.

2. Type of Assignment

3. Vehicle Class

a. Additional Request _____

b. Rejustification _____

c. Agency Assigned Pool _____

d. Administrative Take Home _____

e. Assigned Emergency _____

a. Administrative _____

b. Emergency _____

c. Other _____

4. Vehicle Description (If Applicable)

a. Type: Sedan _____ Truck _____ Other _____

b. Vehicle Stock Number _____ Year _____

Manufacturer _____

c. Two-way Radio Yes _____ No _____

d. Car Telephone Yes _____ No _____

e. Color _____

f. Decals Yes _____ No _____

g. Type of Tags _____

h. Other Equipment _____

5. Vehicle Assignment

a. Temporary: (Duration) _____ Days _____ Weeks _____ Months

b. Permanent: _____ Please complete Justification section #9.

c. Operator Name _____

d. Job Position Name and Class _____

e. Nature of Work _____

6. Location Full address of where the vehicle is parked after work hours:

Street Name & Number (if available) _____

City _____

County _____

7. Passengers - Use additional sheets if necessary.

(NOTE: Montgomery County encourages employee commuting, though the IRS requires calculation of the taxable benefit for the commuting use of a business vehicle by operators or carpoolers.)

**MONTGOMERY COUNTY GOVERNMENT
ADMINISTRATIVE VEHICLE REVIEW FORM**

Page 2 of 2

Name

Employee Position Class

8. Estimated Vehicle Utilization

- a. Total Annual Mileage _____
- b. Round trip mileage from the location shown in question #6 to assigned office work location at _____ Miles _____
(Field Personnel — Use your home office, not job site location.)
- c. Business use per day _____ miles, _____ hours (if applicable).
- d. Motor pool Vehicle available? _____ yes _____ no.

9. Type of Use

- a. 24 hour callback: _____ yes _____ no
Confirmable incidents per month _____
- b. After hours meetings/functions: _____ yes _____ no
Confirmable incidents per month _____
- c. Field supervision: _____ yes _____ no
Confirmable incidents per month _____
- d. Visibility of function: _____ yes _____ no
Confirmable incidents per month _____
- e. Special equipment: _____ yes _____ no
Type _____

- f. Job efficiency/effectiveness: _____ yes _____ no
How _____

10. Vehicle Justificaiton (Use additional sheets as necessary)

Department Head Signature _____ Date _____

Reviewed By: Signature _____ Date _____ Recommendation _____

Fleet Mgt. Services _____

Management & Budget _____

Additional Comments:

CARAVRF.DOC

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: DIE-RB, EBI-RA, EEB-RA, GJD-RB

Responsible Office: Chief Operating Officer
Department of Transportation

MCPS Staff Vehicles

I. PURPOSE

To establish procedures and operational guidelines for the assignment and use of MCPS-owned vehicles

II. DEFINITIONS

- A. *MCPS Staff Vehicle - Office* is a staff vehicle permanently assigned to a designated employee or an office, department, division, or unit for MCPS purposes only during regular duty hours. Staff vehicles-office will not be taken home on a regular basis.
- B. *MCPS Staff Vehicle - Individual* is a staff vehicle permanently assigned to a designated employee whose MCPS assignments require that the vehicle be taken home during off-duty hours in order to be used for MCPS purposes. MCPS is reimbursed for personal commuting use based on Internal Revenue Service (IRS) regulations.
- C. *A frequent-emergency use* is defined as unexpected work-related accidents or incidents that occur several times per month during off-duty hours that require the employee's attention and use of a vehicle to provide that attention. Examples of such accidents or incidents are major water leaks or no heat in buildings.

III. PROCEDURES

A. Responsibilities

- 1. The Chief Operating Officer is responsible for:
 - a) Authorizing the assignment of MCPS staff vehicles to individual employees or offices/departments/divisions/units
 - b) Effecting a payroll deduction plan where employees who are assigned a staff vehicle-individual, as detailed in IIB, are charged for personal commuting use
- 2. The director, Department of Transportation:
 - a) Administers the motor pool program

- b) Is responsible for daily control of the vehicles assigned to the Shady Grove, Clarksburg, Bethesda, Randolph, and West Farm transportation depots
 - c) Recommends the retirement and replacement of vehicles
- 3. Directors of offices/departments/divisions/units that have permanently assigned staff vehicles - office should have internal procedures for controlling their use that include:
 - (a) Safeguarding cars and keys
 - (b) Documenting and reviewing use including dates and purpose for use
 - (c) Requiring approval of the appropriate administrator before the vehicle is used by employees other than those who are regularly authorized
 - (d) Prohibiting personal use
 - (e) Communicating procedures to staff
 - (f) Requiring the employees using the vehicles to certify on an annual basis that they have read and will follow this regulation and the internal procedures for use of these vehicles
 - (g) Making internal procedures and employee certifications available for internal audit review
 - (h) Returning vehicles no longer required to the MCPS motor pool

B. Assignments

- 1. Assignment of Staff Vehicles - Individual to Staff Members
 - a) Permanent assignment of staff vehicles - individual will be made annually by the chief operating officer.
 - (1) No vehicle will be assigned as a benefit of employment.
 - (2) Vehicles are furnished for official business only and are not to be used for other purposes.
 - b) The permanent assignment of staff vehicles - individual is based on the employee's need to handle frequent emergencies and/or meetings during off-duty hours, including:

- (1) Emergency callback
 - (2) Specialized equipment requirements, including emergency radio communications
 - (3) Distance between work locations for supervision of staff
 - (4) Security of after school events, buildings, and grounds
- c) The individual assigned a staff vehicle will be charged \$1.50 per one-way travel or \$3.00 per workday for personal commuting use in accordance with IRS regulations.

2. Assignment of MCPS Staff Vehicles - Office

- a) A staff vehicle is normally assigned to an office, department, division, or unit that needs a vehicle to conduct MCPS business. Criteria for assignment of vehicles are maintained by the Department of Transportation.
- b) No provision in this procedure is to be interpreted as precluding an office/department/division/unit from authorizing the temporary use of a staff vehicle on a take-home basis for employees whose duties include emergency stand-by or call-back status.
- c) Offices/departments/divisions/units that are permanently assigned staff vehicles - office are encouraged to have employees under their supervision use the assigned vehicle for MCPS business in lieu of using personal vehicles and requesting reimbursement.

C. Guidelines for the Use of an Assigned Vehicle

- 1. No persons other than MCPS personnel or those persons directly associated with MCPS business will travel in MCPS vehicles. However, car pools with MCPS employees using assigned vehicles (as determined according to the criteria for assignment) are *strongly* encouraged whenever feasible.
- 2. The employee to whom an MCPS vehicle is assigned should keep the vehicle in reasonably clean condition.
- 3. Employees will not install or have installed any items of equipment (personal or MCPS) in MCPS vehicles. Specialty equipment must be approved by the Department of Transportation. Two-way radios and cell phones required for the performance of duties will be installed by the Department of Transportation or by one of its approved vendors.

4. The employee will deliver the vehicle to the appropriate transportation depot for servicing, in accordance with a schedule established by the Department of Transportation, and pick up the vehicle upon completion of the servicing.

If mechanical failure occurs to the vehicle within a 35-mile radius of an MCPS transportation depot, the Department of Transportation should be notified. Otherwise, a nearby local garage should be contacted for assistance.

5. Drivers of county-owned vehicles must be employees of the school system and must be holders of an appropriate operator's permit.
6. Hitchhikers are not to be transported.
7. Periodically, vehicles will be reassigned or rotated for better utilization of the fleet by assigning low mileage vehicles to higher mileage users.
8. A driver of an MCPS vehicle involved in an accident must immediately contact the police and the MCPS Department of Transportation.
9. Smoking is not permitted in MCPS vehicles.
10. Operators and passengers in MCPS vehicles must use seat belts.

D. Accident Review and Disciplinary Action

1. The Accident Review Board, as established in Regulation EBI-RA: *Review of Preventable Accidents and the Bus Accident Review Committee (BARC)*, will determine preventability of accidents involving all vehicles owned by MCPS and operated by employees of the school system. Recommendations of the Accident Review Board will be forwarded to the Chief Operating Officer for action by the appropriate supervisor.
2. Notification of disciplinary action will be made to supporting services employees in accordance with procedures set forth in Regulation GJD-RB: *Discipline or Discharge of Supporting Services Employees*. Notification to professional employees will be made by the Chief Operating Officer.

Administrative History: New Regulation, May 5, 1989; revised April 28, 2000; revised December 28, 2000.

Note: Parts of this regulation formerly existed in Regulation DIE-RA: Local Travel.

PRACTICE

approved by

The Commission

6-10 3/18/87
(rev.)

subject

February 17, 1983

effective date

POLICIES AND PROCEDURES GOVERNING COMMISSION PASSENGER VEHICLES

BACKGROUND

This practice was last revised by the Commission on 12 May 1987. At that time, the Commission approved Planning Board authorization of 24-hour vehicle assignments for command officers of the Park Police.

In the last major revision on January 8, 1986, the Commission approved payroll deduction as a method of collecting commuting fees; designed an approval process for assigning 24-hour vehicles; approved a commuting fee structure; explained tax liability for use of vehicles; and amended the process for keeping logs of usage.

REFERENCES

Practice 3-10, "Expense Reimbursement for Travel, Meetings, and Conferences."

Practice 3-30, "Reporting Vehicle Accidents."

Practice 2-22, "No Smoking Policy in Commission Offices, Facilities and Vehicles."

Merit System Rules and Regulations, Section 1236.

POLICY

1. Official Business Use of Vehicles

Commission vehicles are not perquisites. Commission vehicles may be used only for official business. Certain exceptions (discussed below) may be approved by the respective Planning Boards for the county operating departments, or by the Executive Committee for Central Administrative Services (CAS).

2. 24-Hour Vehicle Assignments

A. When it best serves the interests of the Commission, the Planning Boards may approve the assignment by department heads of Commission vehicles on a 24-hour-per-day basis to employees, including Park Police Command personnel, under their jurisdiction. For CAS personnel, approval by the Executive Committee is required. Such

POLICY (cont.)approvals permit vehicle use only for home-to-work travel, and *de minimis* personal use such as a personal errand between the place of business and home.*

- B. Occasional ad hoc use of vehicles by employees may be approved by department heads as determined necessary or desirable within the spirit of the vehicle policy stated above.
- C. For Commission officers and other personnel whose terms of employment are governed by contract, the assignment of a 24-hour vehicle is controlled by the contract.

3. Employee Car Pools

If available, Commission vehicles may be assigned with Planning Board authorization by department heads to three or more persons for home-to-work car-pooling. Participants will be required to reimburse the Commission for this use in accordance with the general rule laid down in paragraph #4 below. The method of payment will be arranged with the Finance Department. Car pool vehicles must be made available for business use during the work day.

Smoking is not permitted in Commission vehicles. (See Practice 2-22.)

4. Charging for Commuting Mileage

Commission employees assigned vehicles on a 24-hour-per-day basis must reimburse the Commission for commuting mileage at a rate established annually by the Finance Department and announced by the Executive Director in a Commission Notice. In general, the charge to the employee is based on the age of the vehicle, the round trip distance between home and the normal worksite, and an assumed 228-day work year.

* Language derived from applicable IRS regulations to qualify for \$3.00 per day commuting rule. (See POLICY paragraph #5 below for details.)

POLICY(cont.)

Exceptions: (a) Occasional or ad hoc assignments will not be subject to commuting

fees. (b) Any employee required as a condition of employment to use a Commission vehicle will not be charged commuting mileage. (c) Charges to persons engaged by contract who are assigned Commission vehicles will be governed by the contract.

5. Taxable Income Resulting from Vehicle Use

Use of Commission vehicles is usually considered a taxable fringe benefit by the Internal Revenue Service. The so-called Special Commuting Valuation Rule is used in most cases. It values home-to-work commuting at \$3.00 per day if only *de minimis* personal use is permitted. This rule is not applicable to employee car pools. The appropriate amount will be shown as income on the W-2 forms of employees permitted 24-hour-a-day vehicle use.

Amounts already paid by employees under paragraph 3 above will be subtracted from the taxable fringe benefit amount. Amounts paid in excess of the taxable fringe benefit amount will not be refunded.

6. Qualified Drivers

A. Drivers of Commission vehicles must hold valid drivers' licenses issued by the jurisdiction in which they reside.

B. Drivers other than Commission employees may be permitted to drive Commission vehicles to carry out Commission business only if authorized in writing by a department head and in accordance with guidelines provided by the Executive Director.

7. Moving Violations

Penalties for moving violations are the responsibility of drivers of Commission vehicles. Such violations must be reported to the department head.

8. Seat Belts

Seat belts must be worn by occupants while traveling in Commission passenger vehicles and where practicable in other Commission vehicles.

Policy (cont)

9. Vehicle Logs

Vehicle Logs (Finance Form 130D, copy attached) must be maintained by

drivers for all Commission passenger vehicles, including pick-up trucks, vans, and other light trucks. The logs should be maintained in the department for three years. They are subject to audit.

Exception: Logs are not required for 24-hour vehicles not used in pool assignment, and Park Police vehicles (which have other internal features to collect the same data).

10. Parking

Free parking for Commission vehicles is allowed in parking lots operated by Montgomery County and in designated spaces at the County Administration Building in Prince George's County. Such arrangements may change from time to time.

Parking violations must be reported to the department head. Fines for parking violations are the responsibility of the driver. When circumstances so justify, the department head may approve reimbursement by the Commission.

Note: Fees for on-street parking meters must be paid. They may be reimbursed from petty cash. During non-work hours, unassigned Commission vehicles must be parked on Commission parking lots (property) or county -operated parking lots/facilities.

11. Accidents

Instructions for reporting accidents involving Commission vehicles must be clearly displayed in the vehicles along with Park Police telephone numbers. (Details are contained in Practice 3-50.) Accidents must be reported promptly to the department head.

12. Maintenance Schedules

Vehicle maintenance schedules must be established by Fleet Maintenance Supervisors.

- RESPONSIBILITIES
1. Planning Boards and Executive Committee
Planning Boards approve 24-hour vehicle assignments for their employees. The Executive Committee makes such determinations for CAS employees.
 2. Department Heads
Make 24-hour assignments of vehicles; authorize occasional *ad hoc* assignments; authorize, when justified, payment for parking violations; and direct the administration of departmental car pools and maintenance in accordance with this practice.
 3. Executive Director
Set commuting rate per mile each year based on the recommendation of the Secretary -Treasurer; provide guidelines under which non-employees can be permitted to use Commission vehicles; make recommendations as deemed necessary to the Planning Boards and Commission on this practice's policies and procedures.
 4. Finance Department
Calculate and collect commuting charges for vehicles assigned on a 24-hour basis; calculate taxable fringe benefits charges resulting from 24-hour vehicle assignments (when such charges have not been offset by commuting mileage payments).
- PROCEDURES
1. Fuel Depots
Fuel is available at Commission service centers. A list is attached. It should be kept in each vehicle.

A green credit card is made available to drivers for use in the Commission's Prince George's fuel depots.

If fuel must be bought commercially, only an amount sufficient to reach a Commission source should be purchased. The cost may be reimbursed from petty cash.
 2. Vehicle Repairs and Other Difficulties
Mechanical difficulties experienced at considerable distances from the Commission must be resolved by the employee. Documented repair expenses

will be reimbursed by the Commission.

PROCEDURES (cont.)

For assistance, the employee should place a collect or credit card call to the supervisor, or, after hours, place a collect call to the Park Police.

3. Marking of Vehicles

Normally Commission vehicles will display a Commission decal and have local government (LG) license plates. The Executive Committee may waive these requirements for Planning Board members and department heads; department heads may do so for their staff members.

4. Vehicle Cleanliness

Commission vehicles are to be kept clean. Drivers are responsible for leaving the inside of vehicles clean. For car washing, a list of car wash companies with which the Commission has accounts is available in the Finance Department.

ATTACHMENTS

- A. Vehicle Log (Finance Form 130D)
- B. Locations of Commission Service Centers

MNCPPC — Department: _____

VEHICLE LOG

VEHICLE NO.: _____

Year: _____

Make & Model: _____

License No.: _____

Assigned to: _____

Type of Assignment: _____

Vehicle Overnight

Location: _____

Assignee, If Applicable: _____

Address: _____

Regular Work Location: _____

Distance To & From Work (one way): _____

[illegible]

Any days that the vehicle is out of service should be clearly indicated by completing a line for each date, and writing "OOS" (Out Of Service) in the Remarks section.

Please direct any questions to
Mr. Phil Litman, Audit Manager.
at 553—4852.

INSTRUCTIONS: The first driver of each day should check the odometer and complete the first blank line on the log as appropriate, before starting

Upon arriving, the odometer should be checked, entered in the End Mileage space and Total Mileage computed. If the trip began at the driver's residence and ended at a Commission site, the actual mileage should be placed in the Commute column. The one exception is that if the trip exceeds the distance from the employee's residence to the employee's regular work location, the normal distance should be placed in the Commute column and the excess in the Business column.

Subsequent drivers during the day should complete the log as appropriate. If repeat trips are made by the same employee, one entry may be made for the employee for the trips (or day) with the notation "Various" in the Remarks column.

If the vehicle is taken home or "Dropped Off" at night at an assigned location, the mileage from the last Commission site to the employee's residence or the "Drop Off" site should be put in the Commute column. The mileage put in the Commute column should not exceed the distance from the employee's regular work location to the employee's residence or assigned "Drop Off" location as appropriate.

[illegible]

LOCATIONS OF COMMISSION SERVICE CENTERS

Fuel is available at Commission pumps in the following locations during work hours:*

MONTGOMERY COUNTY

Cabin John Regional Park Maintenance Yard
7700 Tuckerman Lane
Rockville, Maryland

Rock Creek Regional Park
Maintenance Yard
6340 Needwood Road
Derwood, Maryland

Meadowbrook Maintenance Facility
8000 Meadowbrook Lane
Chevy Chase, Maryland

Shady Grove Maintenance Facility
Central Maintenance Division
16641 Crabbs Branch Way
Rockville, Maryland

Needwood Golf Course Maintenance Yard
6724 Needwood Road
Rockville, Maryland

Sligo Creek Golf Course Maintenance
Sligo Creek Parkway & Omaha Drive
Silver Spring, Maryland

Northwest Park Golf Course
Maintenance Yard
15711 Layhill Road
Wheaton, Maryland

Wheaton Regional Park Maintenance Yard
12012 Kemp Mill Road
Wheaton, Maryland

PRINCE GEORGE'S COUNTY

Calvert Road Maintenance Yard
5200 Calvert Road
College Park, Maryland

Prince George's Equestrian Center
14955 Pennsylvania Avenue
Upper Marlboro, Maryland

Cosca Regional Park
11000 Thrift Road
Clinton, Maryland

Randall Farm
4200 Ritchie-Marlboro Road
Upper Marlboro, Maryland

Enterprise Golf Course Maintenance
2910 Enterprise Road
Mitchellville, Maryland

Southern Area Maintenance Yard
7401 Bock Road
Ft. Washington, Maryland

Fairland Maintenance Facility
14110 Old Gunpowder Road
Laurel, Maryland

Watkins Regional Park Maintenance
301 Watkins Park Drive
Upper Marlboro, Maryland

Henson Creek Golf Course
7200 Sunnyside Lane
Oxon Hill, Maryland

* The Park Police have keys for use of pumps after work hours.

PRACTICE

Harrold County, Jr.
Executive Director

no. 6-11

subject

Rev. 28 May 1985
effective date

BI-COUNTY STAFF VEHICLES POLICIES AND PROCEDURES

REFERENCES

Practice 6-10, "Policies and Procedures Governing Commission Passenger Vehicles," revised October 3, 1983.

Practice 6-12, "Maintenance of Commission Passenger Vehicles," revised August 18, 1980.

APPLICATION

This practice applies to Bi-County employees.

POLICY

Bi-County departmental pool cars are available for official transportation. Bi-County vehicles may be assigned on a 24-hour basis or ad hoc basis, in accordance with Practice 6-10, POLICY 2; commuting mileage provisions apply to Bi-County vehicle use in certain circumstances. (Reference Practice 6-10, POLICY 3)

RESPONSIBILITIES

Office of the Executive Director/Office of the Secretary-Treasurer

- o assure proper maintenance of respective departmental pool cars
- o manage respective car pool systems
- o maintain departmental car pool logs.

PROCEDURES

1. Logs for Trips

- o record date, car number, your name, destination, number of passengers, time out/time in, parking location, fuel remaining, and comment on mechanical operation of vehicle and condition (cleanliness) of vehicle.

2. Parking at Parkway (EOB)

- o park Commission vehicles at the building entrance parking area, or at the side parking area as near to the entrance area as possible
- o secure vehicle.



NOTICE

no. 94-05

date March 16, 1994

GUIDELINES FOR DRIVERS OF COMMISSION VEHICLES

When the Commission on February 17, 1993, approved Practice 6-10 (Revised), "Policies and Procedures Governing Commission Vehicles," it charged the Executive Director with developing guidelines for the use of Commission vehicles by non-employees. The Commission indicated that the guidelines for driving Commission vehicles should be the same for employees and non-employees. Accordingly, these guidelines apply to both.

General Guidelines

The guidelines that follow have been coordinated with the Commission's department heads and approved by the Commission. The guidelines represent best practice in protecting the safety and interests of both drivers and the Commission. This notice becomes a part of Practice 6-10 (Rev.) and the guidelines it contains become effective upon approval of this Notice.

1. Drivers must have a valid driver's license issued by the jurisdiction in which they reside.
2. Drivers who must drive special class vehicles must have a license which authorizes them to drive such vehicles.
3. By July 1, 1994, all presently employed drivers of Commission vehicles must have completed the Commission's Defensive Driving Course (DDC). Departments should contact the Health and Safety Office to schedule this training. DDC can be given in one full workday or in two half-days.
4. Employees hired after the date of this Notice and who must drive Commission vehicles should complete the next available Defensive Driving Course> not more six weeks following employment.
5. Drivers must notify their supervisors immediately if their driver's licenses are suspended or revoked.
6. Drivers must notify their supervisors of all citations received while operating or parking a Commission vehicle.

7. The Health and Safety Office will maintain records of all drivers' license numbers, the issuing jurisdiction, and expiration dates. Health and Safety will notify department heads of any expired or revoked licenses, and of any driver who has violations, when this information is received from the Motor Vehicle Administration.

Eligible Drivers

The general rule is that all drivers of Commission vehicles must have completed the Commission's Defensive Driving Course or its equivalent. (Certain exceptions to this rule are listed under the heading "Exceptions" later in this Notice.) The persons listed below may drive Commission vehicles when on Commission business, provided they comply with General Guidelines #1 through #6 above, and have completed the Commission's Defensive Driving Course or its equivalent.

1. Employees.
 - A) All career categories
 - B) All contract categories
2. Non-Employees:
 - A) Volunteers
 - B) Employees of "temp" agencies under contract to the Commission.
 - C) Other individuals, on a temporary basis, when necessary in the judgment of a department head.

Exceptions to requirement for Defensive Driving Course:

1. Current employees until July 1, 1994
2. Employees hired after March 16, 1994 until a Defensive Driving Course can be scheduled, but not more than six weeks after employment.
3. Other individuals, including non-employees, on a short-term basis not to exceed five working days, when necessary in the judgment of a department head. An example is public official from another government agency.
4. Employees of garages or auto dealerships who are diagnosing problems or repairing vehicles.

Procedures to Deal with Violations

Upon receipt of violation information from the driver or the Health and Safety Office, each department must:

1. Review the type of violation(s) reported and, if appropriate, monitor the employee's driving.



NOTICE

no. 00-02date **March 1, 2000**

MILEAGE REIMBURSEMENT RATES FOR COMMISSION VEHICLES ASSIGNED FOR COMMUTING ONLY

Pursuant to my authority as Executive Director under Practice 6-10* (rev) based on the data below, the following per mile vehicle reimbursement rates for travel between residence and work in Commission vehicles used for commuting only will be effective April 1, 2000 for 2000 models.

All non-condition of employment employees will reimburse the Commission on a mileage reimbursable basis as follows:

<u>Vehicle Classification</u>	<u>2000 Models</u>
Full size and trucks	35 cents
Intermediate	32 cents
Compact	29 cents
Subcompact	27 cents

The depreciation portion of the cost of older models will be discounted one cent per mile for each year older than 2000, until fully depreciated (1994 models) as shown on page two. The 1994 model rates apply to all earlier models as well. There is no depreciation cost for these vehicles. However rates for 1994 and earlier are adjusted for increased maintenance on these older vehicles.

These mileage rates have been determined based on the Secretary-Treasurer's breakdown of Commission average vehicle costs per mile. These Commission costs are themselves based on the 1999 edition of "Your Driving Costs" by AAA. These costs reflect Executive Committee guidance and direction.

The AAA costs are partially based on national averages for three 1999 vehicles: a Chevrolet Cavalier (compact); a Ford Taurus GL (Intermediate); and a Mercury Grand Marquis (Full Size); all equipped with standard accessories, automatic transmission, power steering, air conditioning and sundry other accessories, driven up to 15,000 miles per year. AAA gasoline costs are based on 1.10 per gallon. (Gasoline costs have increased substantially since the AAA study was published). Commission gasoline costs are .96 per gallon and are used in determining the reimbursement rate. Insurance is based on the Commission's self insurance costs.


Trudye Morgan Johnson
Executive Director

*"Policies and Procedures Governing Commission Passenger Vehicles", dated 17 Feb. 1993

2000 CHARGES FOR USE OF COMMISSION VEHICLES

	1999 AAA	Model Compact	1999 Models – Commission			
			Full Size	Intermediate	Compact	Subcompact
Assumptions						
Cost Estimate		17,350	20,000	18,840	17,000	15,500
MPG		21	18	24	30	36
Life		4	6	6	6	6
Salvage		13.0%	5.0%	5.0%	5.0%	5.0%
Miles Driven Per Year		15,000	15,000	15,000	15,000	15,000
Gas Cost/Gallon		1.10	.96	.96	.96	.96
Variable Costs per Mile (cents)						
Gas and Oil		5.23	5.33	4.00	3.20	2.66
Maintenance		3.10	3.00	3.00	2.60	2.40
Tires		1.30	1.00	0.80	0.52	0.52
Total		9.63	9.33	7.80	6.32	5.58
Fixed Costs -						
Depreciation		3,788	3,167	2,983	2,692	2,454
Licenses		175	0	0	0	0
Insurance		1,012	716	716	716	716
Finance Charge		603	0	0	0	0
Total		5,578	3,883	3,699	3,408	3,170
Fixed Costs per Mile (cents)		37.19	25.88	24.66	22.72	21.13
Total Costs per Mile (cents)		46.82	35.21	32.46	29.04	26.71
Costs for Model Year (cents)						
2000			35	32	29	27
1999			34	31	28	26
1998			33	30	27	25
1997			32	29	26	24
1996			31	28	25	23
1995			30	27	24	22
1994			18	15	12	10

PRACTICE

Approved by
Executive Director

no. 6-12

November 1976

(rev. 18 August 1980)

effective date

subject

MAINTENANCE OF COMMISSION—OWNED PASSENGER VEHICLES

REFERENCE

Practice 6—10, Policies and Procedures Governing Commission Passenger Vehicles," approved by the Commission December 17, 1975; revised April 2, 1979.

APPLICATION

This practice applies to Commissioners and all Commission employees.

POLICY

Effective maintenance procedures for Commission-owned passenger vehicles will be developed and adhered to, including the development of preventive maintenance schedules for all Commission-owned passenger vehicles.

RESPONSI- BILITIES AND PROCEDURES

1. Scheduling

It is the responsibility of the department heads to assure that preventive maintenance schedules are met.

It is the responsibility of each County's division responsible for carrying out maintenance of Commission—owned vehicles to develop and carry out maintenance procedures, including record—keeping as specified in paragraphs 3a. and b. below.

The schedule for Commission—owned passenger vehicles preventive maintenance is as follows:

Prince George's County -

Planning and Administration passenger vehicles — alternative months, as scheduled;

Parks and Recreation passenger vehicles — once a month, as scheduled.

Montgomery County — passenger vehicles — every 2,000 miles.

Each month, each garage supervisor will notify the appropriate Department heads which vehicles have not received maintenance. Vehicle damage resulting from not receiving preventive maintenance will be reported by the garage supervisors to the responsible department head and to the Executive Director.

RESPONSI-
BILITIES
AND
PROCEDURES
(Continued)

2. Cleanliness

Each department head shall assure that the interior and exterior of vehicles assigned to that department are kept clean. Names and locations of car wash companies with which the Commission has credit are available in the Finance Department, Accounts Payable section.

3. Special Records of Fuel and Repair Costs

- a. Each County Parks Director is responsible for assuring that Commission—owned passenger vehicles are maintained. Records will be kept at each pump site to indicate the quantity of fuel dispensed, mileage of each vehicle, and vehicle number. These records will then be consolidated for central reporting.
- b. Each County Parks Director is responsible for developing a system that will accurately reflect the cost of maintenance and repairs to Commission-owned passenger vehicles including labor costs. Each County must adopt a similar system to assure comparability and consistency of record-keeping.

4. Maintenance Records

Garage supervisors shall compile a maintenance history on each Commission—owned passenger vehicle to produce the cost information called for in paragraph #3 above.

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

DATE: _____

TO: Executive Director

VIA: _____

FROM: _____

SUBJECT: USE OF COMMISSION VEHICLE

Name of Employee: _____ S.S.#: _____

Title: _____ Duty: _____

Office Location: _____

VEHICLE: Year, Make, Model: _____

Commission Vehicle No: _____ Tag. No.: _____

Non-Work Hour Parking Location: _____

Check One:

Condition of Employment ☐ Other use ☐ Two Way Radio: Yes ☐ No ☐

Please authorize the subject employee to use the above listed vehicle for the purpose shown.

Justification for condition of employment use: _____

☐ Other — Including Car Pool

The subject employee will have the following persons carpooling:

Estimated Daily Mileage: Commute (One Way) (Residence to Office) _____ Business _____

Residence Address: _____ Zip Code _____

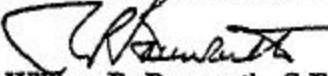

I understand that this vehicle is to be used for official business use and except for commuting to and from my home to my principal work location, no personal use of this vehicle is permitted. In compliance with Practice 6—10, I agree to reimburse the Commission, under the appropriate rate schedule for my commuting mileage through payroll deduction or prepayment of these fees when use of the car for commuting is not a condition of employment.

I understand that I am responsible for any income tax liability which could result from my use of this car.

Signature of Employee Date _____

Authorized by the Executive Director for the Executive Committee Date _____

STANDARD PROCEDURES OF THE WASHINGTON SUBURBAN SANITARY COMMISSION

ORIGINATOR & POSITION  William R. Banwarth, C.F.M. Manager, Mobile Equipment Division	SP NUMBER GEN 94-01 SUPERSEDES SRC 91-01	APPROVE BY/DATE  Floyd E. Holt Director, Bureau of General Services	EFFECTIVE DATE 10/01/94	PAGE 1 OF 16
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SUBJECT

WSSC MOTOR VEHICLE AND MOBILE EQUIPMENT REGULATIONS

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IV.	Vehicle Assignment Request Form (WSSC Form No. 1001-55)	Attachment 1

I. Purpose

- A. To establish a Commission policy governing acquisition, use, transfer, maintenance, and disposal of vehicles and equipment.
- B. To provide a uniform system for efficient and economical fleet management.
- C. To clarify guidelines for the after hour use of WSSC vehicles.

II. Policy Statements

- A. The Commission shall furnish a vehicle to an employee who requires a vehicle to perform his/her job duties. If a Commission vehicle cannot be provided or other circumstances require that an employee use his/her personal vehicle in the performance of Commission business, the employee will be provided mileage reimbursement.
- B. The Commission shall furnish its Maintenance, Operations, Construction, and other units with a variety of vehicles and equipment which are necessary to the performance of each unit's assigned tasks.
- C. WSSC vehicles may be operated only by an employee who is licensed to do so by the Commission and may generally be used only in connection with the conduct of official Commission business. However, an employee who is provided vehicle "Take-Home" authorization is permitted certain prescribed personal use of a WSSC vehicle. (See Section III. B.).
- D. A WSSC vehicle may be used to transport only Commission employees or individuals conducting official business with the Commission. However, an employee who is provided vehicle "Take-Home" authorization is permitted under certain prescribed circumstances to transport a family member in a WSSC vehicle. (See Section In. B.).
- E. The standard Commission automobile shall be a four (4) door sedan ranging in size from a sub-compact to a mid-size, based on intended use, economy, and alternative fuel availability.
- F. The acquisition, administration of assignment, maintenance, and disposal of motor vehicles and equipment shall be the sole responsibility of the Mobile Equipment Division.

- G. Authorized vehicles, will be assigned to a position or job assignment, rather than the individual filling the position, as stated in Section III. A. Transfer, promotion, or reassignment of the employee, within the Commission, does not authorize the transfer of the vehicle to the new position. Should the new position require a vehicle, Section III. A. applies. Should the position remain vacant for thirty (30) calendar days, the vehicle will be returned to the closest Mobile Equipment Division Pool.
1. Pool cars are available for temporary assignment at the Richard G. Hocevar Building, Security Control Station, and the Anacostia Service Center (Anacostia Garage).
 2. Pool cars, in addition to large and small trucks, are available at each of the Commission garages, in limited supply, for vehicles turned in for service, or on a temporary basis (not to exceed 3 days).
 3. Pool vehicles requested for three or more consecutive days must be approved in advance by the Mobile Equipment Division Manager.
 4. Pool vehicle operators are responsible for keeping the vehicle interior clean and free of debris, for checking the fuel, oil, coolant levels and tire pressure, and for changing flat tires.
- H. The most economical method of available transportation shall be used. Chauffeured travel shall be limited to special situations where alternative, more economical transportation, such as taxi, is not feasible. All rentals of vehicles and/or equipment must be coordinated with the Mobile Equipment Division.
- I. As a minimum, 500 miles per month of official business travel is normally required to justify the permanent assignment of a vehicle As an individual driver or section. Usage requirements less than that amount should be satisfied through the use of pool vehicles.

III. Regulations

A. Vehicle/Equipment Assignments

Permanent assignment of a Commission vehicle shall be made in accordance with the following criteria:

1. Any employee who, in the performance of official business, requires a permanent vehicle assignment shall submit a request Vehicle Assignment Request Form, (WSSC Form No. 1001-55) through his/her Bureau Director to the Director, Bureau of General Services.

2. Bureau Directors are responsible for coordinating with the Mobile Equipment Division the assignment of all vehicles within their Bureau. The Mobile Equipment Division shall make all vehicle assignments, transfers, etc., in conjunction with the user Bureau's stated requirements. All requests for such assignments, transfers, etc., shall be forwarded in writing to the Mobile Equipment Division Manager who will take the necessary action to effect such changes in a manner that is most beneficial to the Commission. New vehicles received from the Mobile Equipment Division shall be assigned to the operator(s) of the vehicle(s) which was actually replaced, unless an exception to this rule has been approved by the Director, Bureau of General Services. Individual unit managers may not reassign new replacement vehicles within the organization.
3. Bureau Directors shall review their vehicular and equipment assignments annually during August to reconcile past usage with requests for additional or replacement vehicles made by subordinates during the budget process.
4. The Mobile Equipment Division shall be responsible for identifying and reassigning vehicles and/or equipment that are underutilized, or that are assigned to locations where transportation needs may be met by pooling vehicle/equipment at that facility.
5. When an employee to whom a vehicle is assigned is not using the vehicle, he/she shall make the vehicle readily available to other employees in his/her organizational unit upon request.
6. Commission personnel responsible for assigning vehicle or equipment operators are encouraged to make long term assignment where minimum usage criteria have been met, as this has a positive bearing on vehicle/equipment operation and can lead to reduced maintenance costs.
7. The Mobile Equipment Division must be notified by telephone, whenever an employee permanently assigned a specific vehicle needs to be assigned another vehicle.
8. The Mobile Equipment Division is responsible for the operation of vehicle/equipment pools at a variety of locations with the assistance of pool coordinators. These coordinators receive pool vehicle requests from authorized persons and assign such vehicles as are available for use.
9. Authorized persons within a Section are responsible to sign requests for pool transportation.

B. Take Home Vehicle Authorization

1. An employee whose regular job duties are likely to periodically require the use of a WSSC vehicle after normal working hours may be granted take-home authorization, that is, permitted to retain the vehicle seven (7) days a week, 24 hours a day. Vehicle take-home assignments (Vehicle Assignment Request Form, WSSC Form No. 1001-55) require the recommendation of the employee's Bureau Director, the Mobile Equipment Division Manager, the Director of the Bureau of General Services, and the approval of the General Manager. Approval of a vehicle take-home assignment request covers only the position's incumbent employee. When the position is vacated, the appropriate Bureau Director will be required to re-justify (using Vehicle Assignment Request Form) to the Mobile Equipment Division Manager, the Director of the Bureau of General Services, and General Manager the need to continue to provide the position with a take-home vehicle. Mobile Equipment must also be informed within 48 hours of any action taken by the Bureau to end, discontinue, or suspend the vehicle take-home authorization of any employee or position.
2. An employee whose job duties require assignment to the Maintenance and Operations Department's "24 Hour Emergency Duty" roster will also be granted vehicle take-home authorization during the period the employee is actually assigned emergency duty. Mobile Equipment must be informed within 48 hours in writing of any employee additions or deletions to the Emergency Duty roster.
3. Occasional overnight use of a WSSC vehicle may be authorized by the employee's Division Manager who must notify the Mobile Equipment Division Manager of such an authorization prior to the close of the day's business.
4. Employees who are granted take-home authorization or occasional overnight use of a WSSC vehicle are allowed incidental personal use of the vehicle while commuting to and from work and during meal periods. Incidental personal use generally includes only use that the employee would normally make of a personal vehicle when the personal vehicle is driven to work. An employee assigned a WSSC vehicle, as a result of assignment to the "Emergency Duty" roster (See Section III. B. 2.) is also permitted personal use of the WSSC vehicle during off-hours so that the employee will always be able to promptly respond by WSSC radio and/or WSSC vehicle to an off-hour emergency.
5. An employee who is provided vehicle take-home authorization may use a WSSC vehicle to transport a family household member when commuting to or from work, if such a family member would normally be transported when the employee uses his/her personal vehicle to commute between home and work.

A take-home vehicle may not be used under any other circumstances to transport other than Commission employees or individuals conducting official business with the WSSC.

6. IRS regulations require that WSSC report the fringe benefit value of employer provided vehicles. Employees who are assigned the use of a Commission vehicle and use that vehicle to go back and forth to work have a taxable event. This benefit will be reported on the employee's W-2. Federal and State taxes will not be withheld on this benefit however, FICA taxes will be withheld from those employees who have not met the maximum FICA contribution for the year. Any employee who may be riding to and from work with the employee having take-home authority is also considered as having a taxable event and is required to report same.
7. Vehicles that are ordinarily parked at an employee's home shall be left at a Commission parking lot during planned employee absences of more than five (5) days if necessary for:
 - * Any required maintenance services (contact Garage Supervisor), and
 - * Use by other employees.

C. Vehicle/Equipment Transfer

1. The Mobile Equipment Division recognizes the need for Managers at the Section Head level and above to be able to transfer on a temporary basis, vehicles/equipment from one location to another, as expeditiously as possible in order to accomplish assigned tasks.
 - a. A Section Head may temporarily transfer a vehicle or piece of equipment to another location or Section but must notify Mobile Equipment no later than the start of the next scheduled working day.
 - b. Temporary transfers of vehicles or equipment may not exceed two weeks.
 - c. All users should restrict transfers to a minimum number of vehicles or equipment necessary to be consistent with the workload requirements.
2. Requests covering permanent transfers of vehicles/equipment must be forwarded to the Mobile Equipment Division with justification, via the requestor's Bureau Director and the Director, Bureau of General Services.

D. Acquisition

1. The Mobile Equipment Division shall include in its annual budget submission a sum sufficient to replace vehicles and equipment which the Division determines warrants replacement. Monies will also be included to cover any additional vehicles and equipment which the Division judges necessary. Individual vehicles will be replaced when it is most economical as specified in Section III. E.
2. Requests for additional or replacement vehicles/equipment will be submitted on Budget Form B12. Requests fully justified, must be approved by the requestor's Division Manager and Bureau Director and forwarded to the Mobile Equipment Division Manager. It is the requestor's responsibility to fully identify the vehicle/equipment required via the budget document. Once funding has been established to address a requestor's need, upgrades can not be accepted without appropriate funding transfers and the necessary authorizations.

Replacement vehicles/equipment are exactly what the term implies. The old item is turned in as the new item is issued.

Retention of a replaced vehicle/equipment item, to satisfy an increase in assigned personnel or change in mission, requires the submission of Budget Form B-12 via appropriate channels clearly justifying the need for an additional vehicle.

Sample forms with full instructions for use will be furnished in yearly budget package.

Budget Form B-12 may be used throughout the year to request additional or replacement vehicles or equipment using the necessary justifications cited in Section III. D. 2. above.

3. Insofar as time and funding permit, the Mobile Equipment Division will review the actual needs of the end user and where practical, the operator in order to determine a vehicle or item of equipment most suitable to user requirements.

E. Disposal/Replacement

1. Commission owned vehicles/equipment shall be eligible for replacement whenever the maintenance and operating costs, age, physical condition, or downtime exceed limits set by the Mobile Equipment Division. These limits shall be the point at which economic analysis indicates that the

vehicle/equipment in question should be replaced. In addition, other factors such as safety requirements shall be considered In disposal evaluation. In general, passenger vehicles (cars and light trucks) will be eligible for replacement at 70,000 miles and/or 7 years of age, whichever comes first. Heavy trucks and other vehicles will be eligible for replacement alter 10 years and/or 100,000 miles. A high level of accumulated maintenance/repair costs may be considered in lieu of accumulated mileage/hours in cases where a vehicle has a history of excessive downtime/repair costs.

2. Another consideration for replacement is a requirement for an upgraded vehicle. A vehicle upgrade is made when the task for the currently assigned vehicle is beyond its performance capability.
3. Method of disposal shall be by public auction, sealed bid, trade-in, or any other method that appears to be in the best interests of the Commission, as determined by the Director, Bureau of General Services.

F. Maintenance

1. Maintenance and repairs to Commission vehicles/equipment will be performed at Commission garages and periodically, as determined by Mobile Equipment, at commercial repair facilities. Body/fender repairs and painting will be performed at the Anacostia Garage or periodically at commercial facilities as determined by Mobile Equipment.
2. The Mobile Equipment Division is responsible for insuring adherence to the Preventive Maintenance schedule. Sections Heads and supervisory personnel shall cooperate in delivering vehicles/equipment to the designated facility for services required. Substitute transportation will be arranged from the Section's other assigned vehicles; or from the Garage/Equipment Shop pool. Unavailability of substitute transportation is not a valid reason for missed maintenance services. Notification of missed service appointments shall be sent by the Mobile Equipment Division to the Bureau Director of the Section which missed the service appointment.

Rehabilitation - The Mobile Equipment Division will consider, on a case by case basis, total or partial rehabilitation of vehicles/equipment in order to reduce costs and extend vehicle/equipment life.

- a. Vehicular Preventive Maintenance Seryices are required every 120 days or 6,000 miles, whichever occurs first; the schedule will be published monthly.

- b. Vehicle Emissions Testing is required bi-annually by the State of Maryland. Emissions schedules are published monthly.
 - c. Equipment Preventive Maintenance Services are scheduled on a 120 day basis.
 - d. Vehicle and equipment operators will monitor the conspicuously posted "PREVENTIVE MAINTENANCE - Due" sticker inside the vehicle or equipment. As either date or mileage/hours is reached, the designated garage should be contacted for service.
3. Operators are responsible for reporting any vehicle/equipment malfunctions or unusual conditions to the garage responsible for repairs of the vehicle/equipment as soon as possible. The report should be made directly to the Garage Supervisor, or his delegated representative, on duty. Drivers/operators will not attempt to operate any vehicle/equipment if there is some question as to completion of repair work. If defects exist or have not been corrected, they must be brought to the Garage Supervisor's attention.
4. Drivers/operators requiring road or towing services shall telephone, if possible, and talk directly to the Garage Supervisor. If a telephone is not available and the radio communications must be used, the driver/operator requesting the service shall have the radio room operator call the Garage Supervisor. If possible, the Garage Supervisor, will hear the complaint first hand on the telephone while the driver/operator is still on the air and ask the necessary questions so that he will be in the best position to expedite repairs.

Should an operator no longer require the road/towing service, it is mandatory that he/she notify the radio room or garage to cancel the service. Failure to cancel the requested service may lead to the Section or individual assuming the resulting financial responsibility.

5. All vehicle/equipment operators are responsible for maintaining the following:
 - * Engine oil level
 - * Fuel level
 - * Coolant level
 - * Windshield washer fluid level
 - * Tire inflation

- * Clean interior, free of debris
- * Registration card, accident report and insurance form in glove box.
- * Spare tire, jack and lug wrench for vehicles 3/4 ton and below
- * Reporting deficiencies and malfunctions of vehicle/equipment performance

Operators are also responsible for reporting deficiencies and malfunctions of the vehicle/equipment.

G. Fueling

1. Automated fuel dispensing systems are located at the following Commission sites:

- | | |
|----------------|---------------------|
| * Anacostia | * Western Branch |
| * Lyttonsville | * Piscataway |
| * Gaithersburg | * Patuxent (Laurel) |
| * Temple Hills | * Brighton Dam |
| * Parkway | * Potomac |
| * Site U | * Laurel Garage |

Fuel is available 24 hours a day, 365 days a year. Liquid propane is available only at the Lyttonsville, Gaithersburg, and Anacostia depots.

2. Outside commercial purchases of fuel are authorized when vehicles are beyond Commission service facilities. ALL fuel purchased in this manner will require a receipt containing the following information:

- | | |
|-------------|------------------------|
| * Type fuel | * Vehicle asset number |
| * Quantity | * Odometer reading |
| * Cost | * Date |

Receipts will be forwarded to the Mobile Equipment Division, prior to payment being authorized.

Operators obtaining fuel outside the WSSC system will use “self-service” islands to avoid unnecessary costs to the Commission.

H. Storage/Parking

1. All vehicles which are not driven to an employee's residence at night are to be parked at the assigned storage site with windows closed and doors locked. The assigned storage site is the closest available parking area to the driver's assigned work site, suitable for the storage of vehicles. Parking spaces or sites for the storage of Commission vehicles under the above guidelines will be assigned by the appropriate Section.
2. Off-street parking should be provided, if possible, for Commission vehicles stored at the employee's residence.
3. Drivers shall check the following before departure:
 - * Fuel level * Adequate engine oil level
 - * Coolant level * Safety items and tools
 - * Correct tire inflation

During operation, drivers/operators should randomly scan the instrument panel gauges or trouble lights for indications of failures. Should the gauges/lights indicate “LOW OIL PRESSURE”, or “COOLANT OVERHEATING”, the driver/operator shall pull to the shoulder of the road and contact the radio room or the nearest garage facility for assistance.

For service outside the WSSC, contact the Mobile Equipment Division with details for further assistance.

All operators are required to maintain the appearance of the interior and exterior of their assigned vehicles in a clean, neat, and uncluttered manner. Mud, dirt, tools, paper cups, food wrappings, etc., are to be stowed or disposed of properly, so as not to create a safety hazard to the operator or passengers.

Equipment operators are responsible for digging out tracks, track frames, rollers, etc., of mud, dirt and debris at the end of each work day. Similar requirements are necessary on all other items of equipment in use by the Commission.

4. Operators of Commission equipment who find it necessary to leave their assigned equipment at a field location overnight must assure the following:
 - a. Vandalism covers, if provided, are in place and locked.
 - b. All fluid fill covers, if provided with locking caps, must be in place and locked.
 - c. Window covers, if provided, are in place and secured.
 - d. Safety ignition disconnect switch, if provided, must be secured properly.
 - e. During freezing weather, tracked vehicles must be parked on timbers or rough stone to prevent, tracks from being frozen to the ground and damaged at the next move.
5. All vehicle/equipment occupants must wear seat belts when operating Commission vehicles/equipment as stated in safety regulations. Vehicle operators must assure all occupants have fastened seat belts.
6. The Mobile Equipment Division, in conjunction with the Safety Office, will conduct random vehicle/equipment inspections to determine compliance with published regulations.

Section Heads concerned will be advised as to any deficiencies found with vehicles/equipment assigned to their Section. Serious deficiencies will be cause for immediate cessation of operations and possible impoundment of the unit concerned.

I. Accidents

1. It is the responsibility of Commission operators to carry accident report forms and certificates of self insurance in their vehicles/equipment at all times.
2. In the event of an accident or any damage occurring to a WSSC vehicle or equipment, the operator and his/hersupervisOr must promptly complete a "Driver/Equipment Accident Report Form" and forward the Form to the Safety Section within one working day of the accident. If the operator is unable to complete the employee portion of the Form due to a disabling injury, the Form must be completed by the supervisor and promptly forwarded to 'the Safety Section. In the event

of an accident involving serious injury to the employee, to other occupants of the WSSC vehicle or to the general public, the employee or supervisor should promptly phone the Safety Section from the accident scene and then forward a completed accident report to Safety, again within one working day of the accident. Safety will promptly inform the Claims Section, and Mobile Equipment Division of all accidents and, if an employee has been injured, also the Worker's Compensation Unit. Safety, Claims and Mobile Equipment will cooperate on the administrative processing of all accident reports. All vehicular/equipment, body/fender damage repair will be coordinated through the Anacostia Garage or Equipment Shop as well as scheduling the repair work. Trades Shop or other repair facilities within the Commission are not authorized to perform any repair work or modifications without authorization from the Mobile Equipment Division.

3. Delays or failure to report and/or file accident reports in a timely manner may jeopardize the Commission's position in subrogation proceedings, and may also lead to loss of vehicle assignment or action such as noted in Section III. N.
4. Whenever possible, the Mobile Equipment Division will provide a replacement vehicle in order that the flow of Commission business may continue with minimal interruption. Sections will review their own internal assignments for possible reassignment of lesser utilized vehicles and equipment, including those from other shifts.
5. Due to the high cost of downtime, the Mobile Equipment Division, in conjunction with the Claims Section shall endeavor to have body/fender repairs and refinishing accomplished as quickly as circumstances and the market place may permit. Where bodily injury is not involved, and the vehicle/equipment is not a total loss, the Mobile Equipment Division may deem it advisable and shall have the authority to proceed on repairs even though the insurance settlement has not been made. Where bodily injury is involved, no repairs are to be made without the concurrence of the Claims Section.

J. License Requirements

1. All operators of Commission vehicles/equipment are required to have valid resident State and Commission licenses in their possession when operating Commission vehicles or equipment.

2. Operators require certification by the Safety Section for vehicles and/or specialized equipment that they may be required to operate in the performance of their assigned duties. The Mobile Equipment Division will furnish assistance to the Safety Section as to operation of specialized vehicles/equipment.
3. Suspension of license tags imposed by the Motor Vehicle Administration for failure to pay levied fines will result in revocation of that particular vehicle's use until such fines are paid and license plates reinstated. During this period of suspended use, pool vehicles will not be authorized as replacement for the suspended vehicle.

K. Training

Commission supervisory personnel are directly responsible for safety and health of employees within their operational units, including the proper and safe operation, which includes the required training.

L. Traffic Laws

All traffic and parking laws are to be obeyed. Posted speed limits are not to be exceeded, nor is the vehicle/equipment to be operated above safe driving speeds for road conditions. All violations and/or fines will be the responsibility of the operator. Operators of Commission vehicles/equipment are personally responsible for vehicles/equipment they operate and may be charged for damages resulting from misuse, damage, or negligence. Such charges may be withheld from an employee's check.

M. Bumper Stickers, Commercial Radios, etc.

1. No writing, signs, decals, bumper stickers and the like shall be added by employees to vehicles or equipment. Such unauthorized items will be removed or confiscated.
2. Should circumstances arise that might require the removal of WSSC decals or ID numbers, the Mobile Equipment Division Office must be contacted prior to any removal action.
3. Installation of AMIFM radios, CB (citizens band) radio, radar detectors, antenna, is strictly prohibited except as noted in Section III. S., page 16. Unauthorized items will be removed or confiscated by the Mobile Equipment Division.

N. Disciplinary Action

Violation of these regulations will be just cause for disciplinary action under the Commission Personnel Policies, including the loss and/or suspension of an employee's Commission operator's license.

O. Use of Private Vehicles

1. Private automobiles shall be used when:

- a. An assigned car or pool vehicle is not available.
- b. The use of a Commission vehicle would be impractical, or in any way hamper the employee's job performance.
- c. In the opinion of the Bureau Director, Staff Officer or one of the Deputy General Managers, it is more feasible to use a private vehicle.

2. Reimbursement will be made at the established rate as approved by the Commission and according to the Standard Procedures for Travel and Petty Cash.

P. Keys

1. Two sets of all keys received with a vehicle or item of equipment will be assigned to the Section when the vehicle/equipment is issued for service.
2. Section Heads are responsible for ensuring vehicle/equipment keys are turned in daily and replaced in a secure central location with controlled access.
3. Replacement keys must be requested and authorized by the Section Head concerned. Fees, if and when required, will be the responsibility of the Section.
4. Key request forms are available at each garage.

Q. Electronic Communications

Requests for two way telephone (electronic) installations in vehicles/equipment should be addressed to the Facilities Maintenance Division.

R. Inventory

Vehicles, equipment, and small equipment will be inventoried each year. Notices and inventory sheets will be published by the Mobile Equipment Division in conjunction with Capital Asset Accounting and Internal Audit.

S. Modifications of Vehicle/Equipment

All requests for modifications, to existing vehicles and/or equipment, must be submitted, in writing, with appropriate sketches and/or pictures to the Mobile Equipment Division for review and approval. If approved, the Mobile Equipment Division will coordinate the Modifications with vendor/Trades Shop via Garage Section.

IV. Vehicle Assignment Request Form (copy attached)

Distribution List:

MASTER VOLUME LIST:

General Manager's Office
Internal Audit Office
Secretary's Office
Human Resources Division

OTHER DISTRIBUTION:

General Counsel
Deputy GM for Administration
Deputy GM for Operations
Deputy GM for Planning, Programs, & Policy
Office of Budget & Financial Planning
Office of Communications
Office of Engineering Programs
Office of Minority Business Enterprises
Office of Security and Safety
Administrative Services Bureau
Construction Bureau

Customer Affairs Bureau
General Services Bureau
Maintenance Bureau
Operations Bureau
Planning & Design Bureau
Treasurer/Finance Bureau
All Division Managers
All Section Heads

WASHINGTON SUBURBAN SANITARY COMMISSION

VEHICLE ASSIGNMENT REQUEST (Passenger Vehicles Only)

ATTACHMENT 1

TO: General Manager

THRU: Director, Bureau of General Services (ATTN: Mobile Equipment Division Manager)

FROM: Bureau of _____ SECTION: _____

1. Type Assignment:

- a. Designated Workday Use ☐
- b. Designated Partial Commute ☐
- c. Designated Take-home ☐

2. Vehicle Class:

- a. Administrative ☐
- b. Emergency ☐

3. Vehicle Description:

- a. Type: Sedan ☐, Truck ☐, Other: _____
- b. Size: Standard ☐, Intermediate ☐, Compact ☐, Subcompact ☐
- c. Year: _____ Manufacturer _____ Model _____
- d. WSSC Vehicle No. _____ Tag No. _____
- e. Two-Way Radio: Yes ☐ No ☐ Car Phone: Yes ☐ No ☐

4. Assignment:

- a. Individual's Name: _____
- b. Duty Position: _____

5. Location: Vehicle Parked During Non-Duty hours at:

Street: _____ City: _____ County: _____

6. Estimated Vehicle Utilization(NOTE: 500 business miles per month usage normally justifies individual vehicle assignment):

- a. Business use per day: _____ miles, _____ hours
- b. Round trip mileage from location shown in item 5 above to initial officially assigned work location at _____
_____. Miles: _____.
- c. Personal use other than commuting: Average per day: _____ mile, _____ hours.
- d. Total per day: _____ miles, _____ hours.
- e. Number of after duty hour "on-call" responses per month: _____

7. Justification for Assignment:_____
Signature of Assigned Vehicle Operator_____
General Manager_____
Signature of Requesting Bureau DirectorApproved: Yes ☐ No ☐ Date: _____

WASHINGTON SUBURBAN SANITARY COMMISSION

Interoffice Memorandum

TO: BUREAU DIRECTORS, STAFF OFFICERS,
DIVISION MANAGERS, SECTION HEADS

FROM: RICHARD HADDAD, DIRECTOR
BUREAU OF GENERAL SERVICES

DATE: NOVEMBER 20, 1996

SUBJECT: NEW VEHICLE REPLACEMENT STANDARDS
(REVISION TO STANDARD PROCEDURE NO. GEN 94-01)

RECEIVED

NOV 20 1996

Bureau of Administrative
Services

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Section III.E. 1. of the subject Standard Procedure established our vehicle replacement standards as follows: "In general, passenger vehicles (cars and light trucks) will be eligible for replacement at 70,000 miles and/or 7 years of age, whichever comes first. Heavy trucks and other vehicles will be eligible for replacement after 10 years and/or 100,000 miles.

During the FY '97 budget review process, it became apparent that these standards differed from those of Prince George's and Montgomery Counties, in some cases significantly. We subsequently worked with the county governments on the matter, and as a result both the WSSC and Montgomery County are establishing new vehicle replacement standards.

Our new replacement criteria follow. This chart amends the subject Standard Procedure until such time as the entire SP can be reviewed and updated. Please contact me on x8585 or Bill Banwarth on x4280 if you have any questions.

VEHICLE TYPE	MINIMUM REPLACEMENT AGE (YEARS)	MINIMUM REPLACEMENT MILEAGE
Sedan	7 years	85,000
PickUp	8 years	90,000
Lt. Truck	8 years	90,000
4WD M.P.V.	8 years	100,000
Van	8 years	100,000
Dump Truck	10 years	100,000
M&O Truck	10 years	100,000
Other Heavy Trucks	10 years	100,000

BUREAU DIRECTORS, STAFF OFFICERS,
DIVISION MANAGERS, SECTION HEADS
STANDARD PROCEDURE - GEN 94-01
NOVEMBER 20, 1996
PAGE 2

MASTER VOLUME LIST:
General Manager's Office
Internal Audit Office
Secretary's Office
Human Resources Division

OTHER DISTRIBUTION:
Chief Administrative Officer
Chief Operating Officer

ATTACHMENT A

POLICY Board of Trustees - Montgomery College

79001

Chapter: Facilities

Modification No. 044

Subject: **Use of College-Owned Vehicles**

- I. College-owned trucks, cargo vans, passenger vans, and other passenger-carrying vehicles are to be used only for official College business.
- II. The only units authorized to budget for and purchase College vehicles are the Office of the President, Facilities and Procurement.
- III. The President is authorized to develop, publish and disseminate procedures for the use of College-owned vehicles.

Board Approval: September 15, 1997

Chapter: Facilities

Modification No. 044Subject: **Use of College-Owned Vehicles**

I. Appropriate Use of Vehicles

- A. College vehicles are procured in accordance with Board of Trustees Policy and will be used for official College purposes only.
- B. With the exception of vehicles assigned to the Procurement Office, the Facilities Office will budget for all vehicles and control their use. When appropriate, the Facilities Office may sub-assign vehicles to other College units on a priority basis, but those units must account for and maintain records on those vehicles as directed by Facilities. The Director of Facilities will establish maintenance and operations forms and programs which will be used uniformly throughout the College.

II. Driver Qualifications and Responsibilities

- A. College vehicles may be operated only by College employees who have a valid drivers license. College unit administrators will certify in writing to the Director of Facilities that personnel who are assigned to drive vehicles for their unit are qualified and properly licensed. Human Resources is responsible for checking the driving records of all employees who, as a requirement of their job, drive College vehicles.
- B. All local, state and federal laws must be observed by operators of College vehicles. All applicable College procedures must be followed. Seat belts must be worn by all occupants.
- C. The right to operate College vehicles may be revoked by the Director of Facilities when circumstances show that action to be in the best interest of the College. Multiple tickets and misuse of vehicles are examples of those circumstances. Individual drivers are responsible for any traffic tickets.

III. Administrative Controls

- A. Trip records will be required for all off campus trips and gasoline utilization will be reviewed periodically. All units except Procurement and Facilities will be assessed the current per mile vehicle use charge.
- B. Vehicles and keys will be checked out and turned in to campus security each day. Units may rent vehicles through the Procurement Office for overnight and longer trips. There will be no overnight trips using College vehicles.
- C. Users are responsible for the interior cleanliness of assigned vehicles. Users who return vehicles in an unsatisfactory condition will not be permitted to use College vehicles in the future. No exceptions.

Guidelines For Requesting College Owned Vans

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1. College owned passenger vans are to be used for single day use only. Units may rent vehicles through the Procurement Office for overnight and longer trips.
2. For each College van, the requesting department submits a College Owned Passenger Van Request Form (Request Form) which is available from the Germantown Physical Plant Office located in SAS 215 or by contacting the office at 301-353-7883.
3. The requesting unit completes Section I of the Request Form for each vehicle and returns it to the Germantown Physical Plant Office for assignment of a van and completion of Section II. Copies of the Request Form are distributed to the requestor, the assigned driver and the Security Office on the campus where the van(s) are located.
4. The driver presents the Request Form, a valid driver's license and proof they are a College employee to the Security Officer on duty. The Officer completes Section m including verification of driver's signature confirming responsibility for the van and provides Vehicle Info Packet to driver. The Vehicle Info Packet contains the vehicle keys, accident notice form, accident procedures, county gas card and Exxon gas card. Driver completes first portion of Section IV.
5. At conclusion of the trip, driver completes Section IV and returns Request Form to Security Office. Security Office completes Section V and returns the form to the Germantown Physical Plant Office.
6. The Germantown Physical Plant Office will prepare a memo (Reimbursement For Use of College Owned Vans) to charge the appropriate Unit at \$.45 per mile.

Procedures for Use of College Owned Vans

1. College vehicles may be operated only by College employees who have a valid driver's license.
2. All local, state and federal laws must be observed by operators of College vehicles. All applicable College procedures must be followed. Seat belts must be worn by all occupants.
3. It is the responsibility of the users to insure that all vans are returned in the same condition in which they were received. Users who return vehicles in an unsatisfactory condition will not be permitted to use College vehicles in the future. No exceptions.
4. Accidents in College vehicles must be reported as soon as possible to the campus security office from which the vehicle keys were issued. Follow the directions in the memo entitled 'What To Do In Case of A Traffic Accident' that is included in the Vehicle Info Packet.
5. Traffic tickets related to parking, speeding, accident, and etc. are the responsibility of the person named on the ticket or the assigned driver.
6. It is the responsibility of the driver to make sure the van has at least one quarter (1/4) tank of gas when returned.
7. If the College is closed due to inclement weather, no vehicles will be permitted to be taken off campus with the exception of security vehicles and vehicles used for snow removal.

APPENDIX C

Permanently Assigned Non-Public Safety Vehicles

Job Title	Employment Level	Vehicle Type	Vehicle Year	FY 2000 Mileage	Daily Commute	Biweekly Reimbursement
Montgomery County Government						
Take-Home Vehicles						
Assistant Chief Administrative Officer	H	Ford Taurus	1997	7,131	1	\$ -
Chief Administrative Officer	H	Dodge Intrepid	1996	9,168	3	\$ 8.55
Chief of Police	H	Ford Crown Victoria	1999	1,289	4	EXEMPT
County Executive	H	Buick Park Ave Ultra	2000	18,032	4	\$ 11.40
Deputy Director of Public Works & Trans.	H	Ford Taurus	1997	7,812	11	\$ 62.70
Deputy State's Attorney	H	Ford Taurus	1998	9,314	11	\$ -
Deputy State's Attorney	H	Ford Taurus	1998	18,348	12	\$ -
Director of Corrections and Rehabilitation	H	Ford Taurus	1998	10,161	19	EXEMPT
Director of Economic Development	H	Ford Taurus	1997	15,837	19	\$ 54.37
Director of Environmental Protection	H	Ford Taurus	1998	2,190	44	\$ 125.40
Director of Health and Human Services	H	Ford Taurus	1997	6,200	3	\$ 4.28
Director of Liquor Control	H	Ford Taurus	1997	5,752	15	\$ 42.75
Director of Permitting Services	H	Chevy Lumina	2000	137	10	\$ 28.50
Director of Public Works & Transporatation	H	Ford Taurus	1997	4,594	6	\$ 17.10
Director of Recreation	H	Ford Taurus	1998	108	41	\$ 116.85
Fire Administrator	H	Chevy Blazer	1999	5,341	8	EXEMPT
Fleet Services Coordinator	H	Jeep Cherokee	1996	5,213	12	\$ 26.40
Information Director	H	Jeep Cherokee	1996	7,004	16	\$ 45.60
Manager II	H	Chevy Cavalier	1996	5,301	10	\$ 28.50
State's Attorney	H	Ford Crown Victoria	1999	16,832	15	\$ -
Chief Investigator	M	Dodge Neon	1995	7,805	34	\$ -
Chief Transit System Management Section	M	Jeep Cherokee	1996	8,383	16	\$ 45.60
Code Enforcement Inspector II	M	Chevy Cavalier	1989	29,511	10	\$ -
Code Enforcement Inspector II	M	Ford Pickup	1994	19,032	10	\$ -
Code Enforcement Inspector II	M	Ford Pickup	2000	53	30	\$ -
Code Enforcement Inspector II	M	Chevy Cavalier	2000	-	25	\$ -
Code Enforcement Inspector II	M	Chevy Pickup	1995	19,434	Varies	\$ -
Code Enforcement Inspector II	M	Ford Pickup	1999	25,047	8	\$ -
Code Enforcement Inspector II	M	Ford Pickup	1998	14,305	10	\$ -
Code Enforcement Inspector II	M	Ford Pickup	1999	14,796	8	\$ -
Code Enforcement Inspector II	M	Chevy Cavalier	1999	6,121	35	\$ -
Construction Codes Representative II	M	Chevy Pickup	1994	19,506	5	\$ -
Construction Codes Representative II	M	Chevy Cavalier	1999	6,316	13	\$ -
Construction Codes Representative II	M	Ford Pickup	1995	13,383	5	\$ -
Construction Codes Representative II	M	Chevy Pickup	1994	10,830	1	\$ -
Construction Codes Representative II	M	Chevy Cavalier	1999	2,364	40	\$ -
Construction Codes Representative II	M	Jeep Cherokee	2000	231	8	\$ -
Construction Codes Representative II	M	Dodge Shadow	1994	14,238	20	\$ -
Construction Codes Representative II	M	Ford Pickup	1994	9,870	12	\$ -
Construction Codes Representative II	M	Ford Pickup	1994	16,332	17	\$ -
Construction Codes Representative II	M	Chevy Cavalier	2000	8,670	3	\$ -
Construction Codes Representative II	M	Chevy Cavalier	1996	15,773	26	\$ -
Construction Codes Representative II	M	Pontiac Sunbird	1994	7,482	16	\$ -
Construction Codes Representative II	M	Ford Bronco	1993	10,840	24	\$ -
Construction Codes Representative II	M	Dodge Neon	1995	7,949	2	\$ -

Permanently Assigned Non-Public Safety Vehicles

Job Title	Employment Level	Vehicle Type	Vehicle Year	FY 2000 Mileage	Daily Commute	Biweekly Reimbursement
Construction Codes Representative II	M	Jeep Cherokee	2000	225	20	\$ -
Construction Codes Representative II	M	Ford Pickup	1995	15,136	12	\$ -
Construction Representative III	M	Jeep Cherokee	1988	13,953	30	\$ -
Construction Representative III	M	Ford Pickup	1995	11,910	6	\$ -
Construction Standards Specialist	M	Ford Pickup	1995	13,378	10	\$ -
Demonstrative Evidence Specialist	M	Chevy Van	1995	10,167	14	\$ -
Engineer III	M	Ford Pickup	1995	11,521	20	\$ 57.00
Engineer III	M	Dodge Neon	1995	10,549	40	\$ -
Engineer III	M	Jeep Cherokee	1987	6,859	5	\$ 14.25
Environmental Health Specialist II	M	Chevy Cavalier	1998	15,581	Varies	\$ -
Environmental Health Specialist II	M	Jeep Cherokee	1998	13,136	1	\$ -
Environmental Health Specialist II	M	Dodge Shadow	1994	11,844	Varies	\$ -
Environmental Health Specialist II	M	Plymouth Reliant	1988	6,493	Varies	\$ -
Environmental Health Specialist II	M	Chevy Blazer	2000	14	Varies	\$ -
Equipment Services Coordinator	M	Jeep Cherokee	1996	6,150	7	\$ 19.95
Housing Code Inspector II	M	Jeep Cherokee	2000	8,938	20	\$ -
Housing Code Inspector II	M	Chevy Cavalier	1990	10,057	2	\$ -
Housing Code Inspector II	M	Ford Pickup	1999	11,817	18	\$ -
Housing Code Inspector II	M	Chevy Cavalier	2000	9,567	24	\$ -
Housing Code Inspector II	M	Dodge Neon	1995	18,423	15	\$ -
Housing Code Inspector II	M	Ford Pickup	1995	16,475	32	\$ -
Housing Code Inspector II	M	Dodge Neon	1995	10,923	12	\$ -
Housing Code Inspector II	M	Chevy Cavalier	1996	13,622	6	\$ -
Housing Code Inspector II	M	Pontiac Sunbird	1994	4,820	18	\$ -
Investigator	M	Dodge Neon	1995	9,620	15	\$ -
Investigator I	M	Dodge Neon	1995	9,229	20	\$ -
Investigator III	M	Dodge Shadow	1994	10,648	24	\$ -
Investigator III	M	Chevy Cavalier	2000	4,293	20	\$ -
Investigator III	M	Pontiac Sunbird	1994	7,043	3	\$ -
Planning Specialist III	M	Chevy Cavalier	1989	5,729	12	\$ -
Planning Specialist III	M	Pontiac Sunbird	1994	7,332	26	\$ -
Program Manager I	M	Jeep Cherokee	1996	10,224	10	\$ 25.25
Senior Engineer	M	Jeep Cherokee	1989	4,614	3	\$ 7.34
Senior Engineering Technician	M	Jeep Cherokee	1996	12,399	40	\$ 85.50
Senior Engineering Technician	M	Pontiac Sunbird	1994	13,410	12	\$ 22.00
Senior Planning Specialist	M	Chevy Cavalier	1999	6,888	17	\$ -
Senior Planning Specialist	M	Chevy Cavalier	2000	5,215	32	\$ -
Supervisor Transit Systems Technical Ctr.	M	Ford Bronco	1993	9,073	16	\$ 25.25
Transit Systems Technical Leader II	M	Dodge Cargo Van	1994	10,310	21	\$ 59.85
Construction Codes Representative II	M	Chevy Cavalier	1996	10,646	12	\$ -
Housing Code Inspector II	M	Chevy Cavalier	1990	15,029	9	\$ -
Code Enforcement Inspector I	L	Dodge Neon	1995	14,634	27	\$ -
Non-Take-Home Vehicles						
Manager II	H	Jeep Cherokee	2000	192		
Manager II	H	Jeep Cherokee	2000	217		
Manager II	H	Chevy Lumina	2000	0		
Code Enforcement Inspector II	M	Dodge Neon	1995	23,248		
Code Enforcement Inspector II	M	Ford Pickup	1994	12,228		

Permanently Assigned Non-Public Safety Vehicles

Job Title	Employment Level	Vehicle Type	Vehicle Year	FY 2000 Mileage	Daily Commute	Biweekly Reimbursement
Code Enforcement Inspector III	M	Ford Pickup	1998	19,799		
Code Enforcement Supervisor	M	Chevy Cavalier	2000	0		
Construction Codes Representative I	M	Ford Pickup	1995	14,982		
Construction Codes Representative II	M	Ford Bronco	1993	15,468		
Construction Codes Representative II	M	Jeep Cherokee	2000	366		
Construction Codes Representative II	M	Chevy Cavalier	2000	18,613		
Construction Codes Representative II	M	Ford Pickup	1994	18,932		
Construction Codes Representative II	M	Chevy Cavalier	2000	563		
Construction Codes Representative II	M	Chevy Cavalier	1999	2,540		
Construction Codes Representative II	M	Pontiac Sunbird	1994	18,205		
Construction Codes Representative II	M	Pontiac Sunbird	1994	15,882		
Construction Codes Representative II	M	Jeep Cherokee	1989	13,814		
Construction Codes Representative II	M	Chevy Cavalier	2000	810		
Construction Codes Representative II	M	Chevy Cavalier	1999	6,583		
Construction Codes Representative II	M	Ford Pickup	1995	31,177		
Construction Codes Representative II	M	Ford Pickup	1995	11,814		
Construction Codes Representative II	M	Chevy Pickup	1994	15,914		
Construction Codes Representative II	M	Ford Pickup	1994	15,560		
Construction Codes Representative II	M	Jeep Cherokee	1987	457		
Construction Codes Representative II	M	Chevy Cavalier	1996	6,303		
Construction Codes Representative II	M	Chevy Cavalier	1999	17,634		
Construction Codes Representative II	M	Ford Pickup	1995	10,180		
Construction Codes Representative II	M	Jeep Cherokee	1996	13,507		
Construction Codes Representative II	M	Pontiac Sunbird	1994	17,369		
Construction Codes Representative II	M	Chevy Pickup	1994	15,707		
Construction Codes Representative II	M	Ford Pickup	1995	23,335		
Construction Codes Representative II	M	Jeep Cherokee	1996	35,510		
Construction Representative III	M	Chevy Pickup	1994	10,079		
Construction Representative III	M	Jeep Cherokee	1999	11,477		
Construction Representative III	M	Ford Pickup	1995	11,756		
Construction Standards Specialist	M	Chevy Cavalier	2000	12,302		
Environmental Health Specialist II	M	Dodge Neon	1995	7,688		
Environmental Health Specialist II	M	Jeep Cherokee	1999	7,791		
Environmental Health Specialist II	M	Chevy Cavalier	1996	9,096		
Environmental Health Specialist II	M	Dodge Neon	1995	5,658		
Environmental Health Specialist II	M	Pontiac Sunbird	1994	1,775		
Environmental Health Specialist II	M	Chevy Cavalier	1999	5,273		
Environmental Health Specialist II	M	Chevy Cavalier	2000	11,695		
Environmental Health Specialist II	M	Ford Pickup	1995	9,965		
Environmental Health Specialist II	M	Jeep Cherokee	1998	10,531		
Environmental Health Specialist II	M	Chevy Cavalier	2000	11,736		
Environmental Health Specialist II	M	Ford Pickup	1994	11,923		
Environmental Health Specialist II	M	Chevy Cavalier	1989	696		
Environmental Health Specialist II	M	Chevy Cavalier	1996	9,503		
Environmental Health Specialist II	M	Dodge Neon	1995	10,044		
Environmental Health Specialist II	M	Chevy Cavalier	1996	4,948		
Environmental Health Specialist II	M	Ford Pickup	1994	12,885		
Environmental Health Specialist II	M	Chevy Cavalier	1989	13,137		

Permanently Assigned Non-Public Safety Vehicles

Job Title	Employment Level	Vehicle Type	Vehicle Year	FY 2000 Mileage	Daily Commute	Biweekly Reimbursement
Environmental Health Specialist II	M	Chevy Cavalier	1999	4,885		
Highway Inspector II	M	GMC Pickup	1990	21,036		
Housing Code Inspector II	M	Dodge Neon	1995	13,020		
Housing Code Inspector II	M	Chevy Cavalier	2000	9,571		
Housing Code Inspector II	M	Ford Pickup	1995	13,841		
Investigator III	M	Chevy Cavalier	2000	148		
Program Manager II	M	Ford Pickup	1995	8,638		
Public Administration Intern	M	Chevy Cavalier	1990	11,695		
Equipment Services Coordinator	M	Jeep Cherokee	1998	6,565		
Sign Fabricator I	L	Dodge Van - 12 Pass.	1994	17,442		

Montgomery County Public Schools

Administrative Services Manager	H	Chevy Blazer	1997	19,621	38	\$	32.21
Assistant Director of Maintenance	H	Ford Bronco	1990	13,268	26	\$	1.86
Assistant Director of Transportation	H	Chevy Blazer	1997	11,030	11	\$	1.86
Bus Operations Manager	H	Chevy Blazer	1997	21,960	70	\$	40.62
Director of Facilities Management	H	Chevy Malibu	1999	5,092	40	\$	44.85
Director of School Plant Operations	H	Chevy Lumina	2000	8,293	20	\$	16.25
Director of Transportation	H	Chevy Blazer	1997	11,291	9	\$	1.85
Supervisor of Safety	H	Chevy Blazer	1999	10,296	16	\$	3.59
Building Services Supervisor	M	Ford Taurus	1997	15,336	20	\$	11.11
Building Services Supervisor	M	Chevy Lumina	1990	14,650		\$	1.85
Building Services Supervisor	M	Ford Taurus	1990	15,168	18	\$	0.81
Building Services Supervisor	M	Ford Taurus	1997	13,549	20	\$	3.70
Building Services Supervisor	M	Ford Taurus	1997	8,961	20	\$	1.62
Building Services Supervisor	M	Ford Taurus	2000	10,580	16	\$	3.70
Building Services Supervisor	M	Ford Taurus	2000	7,464	34	\$	1.86
Depot Manager	M	Chevy Blazer	1992	10,248	24	\$	1.49
Depot Manager	M	Ford Bronco	1990	16,859	30	\$	3.25
Depot Manager	M	Chevy Blazer	1992	12,618	3	\$	5.56
Depot Manager	M	Chevy Blazer	1992	12,852	76	\$	29.25
Depot Manager	M	Chevy Blazer	1992	17,161	39	\$	11.37
Electronic Detection Supervisor	M	Chevy Malibu	1999	21,598	30	\$	22.21
Facilities Area Manager	M	Chevy Blazer	1997	19,036	62	\$	51.87
Facilities Area Manager	M	Chevy Blazer	1997	11,515	26	\$	3.70
Facilities Area Manager	M	Chevy Blazer	1997	10,189	8	\$	11.11
Field Security Coordinator	M	Chevy Cavalier	1999	9,622	4	\$	14.83
Field Security Coordinator	M	Chevy Celebrity	1999	7,893	6	\$	22.21
Field Security Coordinator	M	Chevy Cavalier	1999	16,227	36	\$	3.70
Field Security Coordinator	M	Jeep Cherokee	1996	15,971	7	\$	25.93
Field Security Coordinator	M	Chevy Cavalier	1999	13,085			
Safety Supervisor	M	Jeep Cherokee	1987	5,828	38	\$	51.87
Transportation Specialist	M	Chevy Blazer	1992	11,210	22	\$	5.92

Permanently Assigned Non-Public Safety Vehicles

Job Title	Employment Level	Vehicle Type	Vehicle Year	FY 2000 Mileage	Daily Commute	Biweekly Reimbursement
Maryland-National Capital Park and Planning Commission						
Take-Home Vehicles						
Commissioner	H	Ford Taurus	1999	25,000	29	\$ -
Director of Human Resources and Mgmt.	H	Chevy Tahoe	1999	14,000	48	\$ -
Director of Park and Planning	H	Ford Taurus	1999	12,000	22	\$ -
Director of Parks	H	Chevy Malibu	1998	16,000	56	\$ 162.06
General Counsel	H	Chevy Tahoe	2000	1,141	30	\$ -
Secretary-Treasurer	H	Chevy Lumina	1999	11,260	54	\$ -
Construction Coordinator	M	GMC Jimmy	2000	20,000	50	\$ -
Shop Supervisor II	M	Chevy Pickup	1997	14,000	40	\$ -
Shop Supervisor I	M	Ford Pickup	1995	18,000	50	\$ -
Shop Supervisor I	M	Ford Pickup	1994	11,000	22	\$ -
Tree Climber	L	Chevy Pickup	1999	12,000	32	\$ -
Van and Carpools						
Maintenance Supervisor I (Carpool)	M	Chevy Pickup	1993	19,000	30	\$ 73.66
Shop Supervisor II	M	Ford Passenger Van	1996	14,000	54	\$ 142.06
Carpenter II	L	Ford Passenger Van	1996	10,000	44	\$ 115.75
Carpenter II	L	Ford Passenger Van	1994	8,500	31	\$ 81.55
Mason II	L	Ford Passenger Van	1994	24,000	94	\$ 148.38
Mechanic III	L	Ford Passenger Van	1994	15,000	70	\$ 110.49
Washington Suburban Sanitary Commission						
Chief Engineer	H	Chevy Lumina	1994	12,766	26	\$ 25.85
Chief Information Officer	H	Chevy Lumina	1994	12,608	28	\$ 66.00
Chief of Customer Care	H	Chevy Blazer	2000	-	18	\$ 33.23
Chief, Plant Operations	H	Chevy Lumina	1996	11,996	24	\$ 25.85
Deputy General Manager	H	GMC Yukon	2000	8,220	48	\$ 84.00
Director Public Communications	H	Chevy Lumina	1994	6,891	59	\$ 66.92
General Manager	H	Chevy Lumina	1997	15,476	68	\$ 66.92
Group Leader	H	Chevy Blazer	1996	11,659	12	\$ 26.31
Group Leader	H	Chevy Blazer	1996	14,078	38	\$ 26.31
Group Leader	H	GMC Jimmy	2000	-	70	\$ 26.31
Group Leader	H	Chevy Blazer	1996	17,795	70	\$ 26.31
Group Leader	H	Chevy Blazer	1999	11,251	25	\$ 26.31
Group Leader	H	Chevy Blazer	1992	7,694	2	\$ 26.31
Group Leader	H	Chevy Blazer	1999	13,996	40	\$ 26.31
Group Leader	H	Chevy Blazer	1999	21,042	68	\$ 26.31
Group Leader	H	Chevy Blazer	1997	17,141	80	\$ 26.31
Group Leader	H	Chevy Pickup	1994	10,038	56	\$ 26.31
Section Head	H	Chevy Blazer	1999	9,010	30	\$ 26.31
Electrical/Mechanical Supervisor	M	GMC Jimmy	1995	11,697	36	\$ 26.31
Electrical/Mechanical Supervisor	M	Chevy Blazer	1997	6,665	30	\$ 26.31
Electrical/Mechanical Supervisor	M	GMC Jimmy	1995	15,316	62	\$ 26.31
Electrical/Mechanical Supervisor	M	GMC Jimmy	1995	14,205	56	\$ 26.31
Electrical/Mechanical Supervisor	M	GMC Jimmy	1995	17,915	22	\$ 26.31

Permanently Assigned Non-Public Safety Vehicles

Job Title	Employment Level	Vehicle Type	Vehicle Year	FY 2000 Mileage	Daily Commute	Biweekly Reimbursement
Revenue Authority						
Executive Director	H	Ford Taurus	1998	12,107	12	\$ 61.34
Superintendent	H	Ford Pickup	1998	21,965	20	\$ 66.44
Superintendent	H	Ford Pickup	1993	8,570*	68	\$ 112.21
Superintendent	H	Ford Pickup	1993	14,684	40	\$ 84.89
*Part year assignment						

Source: County Agencies